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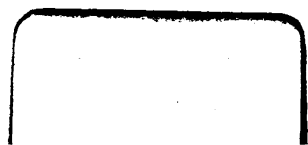
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# **PARLIAMENTARY PROCEDURE**

**A COMPENDIUM OF ITS RULES**

**COMPILED FROM THE LATEST AND HIGHEST  
AUTHORITIES, FOR THE USE OF STUDENTS  
AND FOR THE GUIDANCE OF OFFICERS  
AND MEMBERS OF CLUBS, SOCIETIES,  
BOARDS, COMMITTEES, AND ALL  
DELIBERATIVE BODIES**

**BY**

**ADELE M. FIELDE**

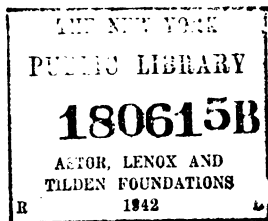
**SECRETARY OF THE LEAGUE FOR POLITICAL EDUCATION**



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**1899**

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**This Book Is Inscribed  
To Those Who Study It.**



*13. Fritzsch*

## PREFACE AND INTRODUCTION.

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Parliamentary Law sets forth the proper mode of Procedure in deliberative bodies. Its object is to expedite business, obviate friction, secure justice, maintain equality, and preserve dignity.

Its rules have been made at no one time, nor by any one nation, but have been gradually formulated, and are still in process of evolution. Some of them are probably centuries old, while others are barely established by consensus of recent opinion. The British Parliament had so much to do in their making, that its name adheres to them in all countries where English is spoken; but in America these rules have been adapted to another form of government, and are not identical with those followed in England. Even within the United States the rules vary, not only in the different States but often in legislative bodies of the same State. Yet their fundamental

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principles are always the same, and they are applicable in all situations.

Each organization has an indisputable right to create rules governing its own proceedings, but unless it does so by majority vote, it exists under the laws generally accepted as Parliamentary. These laws are finally determined by common sense, instructed by large and long experience.

It is said that the difference between a wise man and a fool, is merely that the one learns by experience while the other does not. To follow Parliamentary Usages is to profit by the experiences of others, thus avoiding the trouble inherent in personal experiences.

Among a people so addicted as are Americans to traveling in every part of their commonwealth, and so apt to form inter-State associations, the rules learned for guidance in the transaction of business should be those having national, and not merely local, acceptance. Fortunately, we have a manual prepared by Thomas B. Reed

whose long occupation of the Chair of the Speaker in the House of Representatives makes him a high authority in Parliamentary Law. His profound knowledge of its principles is everywhere admitted, and his new rulings, after discussion throughout the country, have been generally upheld.

In the preparation of these lessons Reed's Rules have, in most points, been accepted as ultimate authority; but Cushing, Roberts and others have been carefully compared and often drawn upon. To know all these authors is a liberal education to the Parliamentarian. To the present writer it has nevertheless seemed necessary to make a new text-book, because she has found none sufficiently elementary, and at the same time sufficiently comprehensive, to meet the requirements of students. To Learning there should be a royal road, and any one who can, may well lay further paving stones.

A. M. F.

NEW YORK, March, 1899.



## Explanation of Signs used in the Tables.

I, means that the question may *Interrupt* a speaker to whom the floor has been given by the presiding officer.

F, that the introducer of the question must get the *Floor*.

S, that a *Secunder* is required.

D, that the question is *Debatable*.

A, that the question is *Amendable*.

$\frac{2}{3}$ , that a *two-thirds* vote is required.

R, that the vote upon it can be *Reconsidered*.

An interrogation point following a letter indicates that the case depends on certain conditions, which can be learned in the text.

The absence of any letter denotes that what it stands for is inapplicable to the preceding question.

The figure on the left denotes the rank of the question, among its kind. A question can precede one of lower rank than itself; but is out of order if one of the same rank or of higher rank than itself is pending.

A question is pending from the time it is stated by the Chair until it is voted upon.

## Classification of Motions.

### *The Main Question, F. S. D. A. R.*

#### SUBSIDIARY MOTIONS.

- 1—Question of consideration, I.  $\frac{1}{2}$ . R.
  - 2—To lay on the table, F. S. R-?.
  - The Previous Question, F. S.  $\frac{1}{2}$ . R.
  - 3 {
    - To postpone to a certain day, F. S. D. A. R.
    - To commit, recommit or refer, F. S. D. A. R.
    - To postpone indefinitely, F. S. D. R.
  - 4—To amend, F. S. D. A. R.
- 

#### PRIVILEGED QUESTIONS.

##### PRIVILEGED MOTIONS:

- 1—To fix a time to which to adjourn, S. A. R.
- 2—To adjourn, S.
- 3—To take the recess, S.

##### QUESTIONS OF PRIVILEGE:

- 4—Concerning the assembly, I.—(F. S. D. A. R.)
  - 5—Concerning a member, I.—(F. S. D. A. R.)
- 

#### INCIDENTAL QUESTIONS.

- 1—Questions of order, I. R.
  - Reading of papers, F. S. R.
  - Withdrawal of motion, F. S. R.
  - Suspension of rules, F. S.  $\frac{1}{2}$ .
  - Division of question, F. S. A. R.
  - Method of consideration, F. S. A. R.
- 

Appeal from the Ruling of Chair, S. D-? R.

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TO RECONSIDER, I, S. D-?. TO RESCIND, F. S. D. A. R.

## Reference Table for Application of Subsidiary Motions.

All Subsidiary Motions apply to the Main Question, and all except the Question of Consideration apply to Questions of Privilege after they have been admitted as Privileged.

- 1—Question of consideration; applies to main question only.
- 2—Lay on the table; applies to the main question, to questions of privilege, to an appeal, to an amendment of the minutes, and to the motion to reconsider.
- 3—The Previous Question; applies to all debatable motions. When specifically applied to other Subsidiary motions, to an appeal, or to a motion to reconsider, it does not close debate on the main question.
- 4—Postpone to a certain time; applies to the main question and to questions of privilege.
- 5—Commit; applies to the main question and to questions of privilege.
- 6—Postpone indefinitely; applies to the main question and to questions of privilege.
- 7—Amend; applies to the main question, to questions of privilege, to motions to postpone to a certain time, to commit, to amend, to fix the time to which to adjourn, to motion for the division of a question, and to motions as to method of consideration.

### RECONSIDERATION.

The motion to Reconsider applies to the vote on all questions, *except* to adjourn, to take the recess, to suspend the rules, to reconsider, to an affirmative vote to lay on or take from the table, and to votes taken by ballot, or for elections. But no vote can be reconsidered later than the day on which it was taken, nor can it be reconsidered if it has been followed by any action consequent upon the vote.

## Reference Table for Rank of Motions.

- 1—To fix the time to which to adjourn, the time for the next meeting not having been fixed, and if no motion for recess is pending: may be made even after the vote has been taken on the motion to adjourn and before it is announced by the Chair.
  - 2—To Adjourn, if the motion be unqualified; but it is not in order when a motion to close debate, or to take a recess is pending, nor when the question of consideration is pending.
  - 3—To Reconsider, made for record; may be made even after the vote on the motion to adjourn has been taken and before the vote thereupon is announced.
  - 4—To take a recess, the time for which has been fixed.
  - 5—Questions of Privilege concerning the assembly.
  - 6—Questions of Privilege concerning a member.
  - 7—Questions of order, including orders of the day.
  - 8—Other incidental questions.
  - 9—Question of Consideration; if this question be seasonably raised, it cannot be superseded by any other, except a point of order. It does not yield to orders of the day.
  - 10—To lay on the table.
  - 11 { The Previous Question.  
To postpone to a certain time.  
To commit, recommit or refer.  
To postpone indefinitely.
  - 12—To amend.
- Lastly, the main question.**



# Parliamentary Procedure.

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## **The Principal Motion or Main Question.**

Any proposition brought before an assembly for its consideration is called a motion or a question. Any question introduced when no other is before the assembly is the principal motion or main question. It may be a bill, a petition, a resolution, the report of a committee, or a paper sent from another convocation or branch of the government.

There can be but one main question at a time, and it must remain before the assembly until it is disposed of by a vote.

## **How it is Introduced.**

It may be introduced by any member, and, if lengthy or important, should be written. The reasons for writing it are three. The introducer will probably make it more concise when writing it, the Chair

will be able to state it precisely as the introducer dictated, and the Recording Secretary can enter it correctly in the minutes. The Chair may refuse to state a main question that is not in writing.

With the written motion in his hand *the mover rises in his place in the assembly, and addresses the Chair.* The presiding officer is always referred to as "the Chair," and never by a personal name. In religious conventions the Chair is generally addressed as Mr. Moderator, in many secular societies as Mr. President, in the House of Representatives as Mr. Speaker, in women's associations as Madam Chairman or Madam President.

The term Madam should be used instead of Mrs. or Miss, and is applicable to any lady. The term Chairman is applied to the office held, and is suitably applied to persons of either sex. A Chairman usually presides over a temporary organization or a committee, while a President is elected to a permanent office.

*Having risen in his place and addressed the Chair the mover awaits recognition by the Chair.* He obtains the floor by having his name pronounced by the Chair. If

the Chair does not know the name of the speaker the latter should announce it, so that it may be repeated by the Chair. The speaker must not proceed until he has been given the floor. There may be many claiming the floor simultaneously, and it is for the Chair alone to decide who shall occupy the time of the assembly, and to select appropriate speakers. The name of the one to whom the floor is given should be pronounced distinctly and loudly in order to gratify the legitimate curiosity of the hearers in regard to the personality of one to whom they listen, and also because questions have greater or less weight with the assembly in accordance with the amount of knowledge of the subject thought to be possessed by the introducer of the measure.

*When he has been given the floor the mover reads the motion and then sits down.* A copy of the motion may have been previously laid upon the clerk's desk, or the mover may pass his written motion up to the Chair.

If the mover be a careful person he has engaged a seconder before reading his motion. Unless there be at least two members who are in favor of the motion it



is not worth while for the assembly to consider it, and the Chair should not state it.

It is best for every assembly not legislative to adhere strictly to the rule that all principal motions shall be seconded. One reason for this rule is that a rider of hobbies is thereby prevented from inopportunistly introducing motions; and another reason is that it preserves a sensible member who chances to make an absurd motion from having his motion put before the assembly by the Chair. "Even a god sometimes misunderstands," but two gods do not often misunderstand at the same moment. The rule that motions shall be seconded before being stated by the Chair is a protection to the assembly and to its individual members.

By special rule in the House of Representatives motions are not there seconded.

If the Chair considers the motion one that ought to come before the assembly, and that failure to second it is through an oversight, he may say, "Is the motion seconded?" If no seconder appears other business is at once taken up. If the motion is seconded the seconder must rise in his

place, so that the eye may assist the ear of the Chair and of the members in ascertaining that the motion is seconded. It is disrespectful to an assembly and to its presiding officer to make any remark without rising. The seconder need not get the floor, but should address the Chair, saying, "*I second the*" motion, resolution, amendment, nomination or request, as the case may be.

*After the motion is seconded the Chair states it*—that is, he rises and reads it from the paper that has been handed to him. The Chair is obliged to state every motion properly introduced.

The Chair may sit, except when addressing the assembly as a whole; and he addresses the assembly as a whole whenever he states a question, whenever he puts a question to vote, and when he gives notices or makes announcements.

Up to the time of statement by the Chair the motion belongs to its introducer, and he has the right to alter it of his own will alone, or upon the suggestion of the presiding office or of another member. He may alter it without reference to his seconder; but after alteration it must be again

seconded. After the Chair states it, it becomes the property of the assembly and the introducer has no more power than has any other member to amend, to change or to dispose of it. It becomes subject to the vote of the assembly. But before being voted upon it is to be discussed, and *the Chair says, "Are there any remarks?"* or, "The question is open to debate," or, "What is the pleasure of the assembly concerning this measure?" His purpose is to have arguments for and against the measure so presented as to make the vote upon it an intelligent one.

### **Debate.**

In debate the introducer of the question is, if he desires to speak, usually first given the floor, because he is supposed to be best able to explain the motion and to set forth supporting reasons; but he cannot claim the floor as a right. If the Chair has a clue to the position of the debaters he should give the floor alternately to advocates and to objectors, so that light may be thrown on all sides of the subject.

*Each debater must address the Chair, get the floor, speak to the point, keep within the*

*time limit, and refrain from personalities. No member may speak more than once on any question* if there be others who desire to speak, with the exception that the mover has always the right to speak last in the debate. A question may, however, be addressed through the Chair and necessary information be obtained from another member without it being regarded as a speech made in debate.

Though a member can speak but once on a question at the same stage, a member who has spoken on a main question has the right to speak again on each amendment, and again on every amendment to an amendment. If debate is allowable, the thing next to be voted upon is the only debatable topic, and the statement of any undebatable motion shuts off all debate until that motion has been voted upon.

If members are alluded to it must not be by name, but by some descriptive device, as "the last speaker," "the member from Arizona," "my honorable colleague," etc.

The debate should not be a dispute, but an appeal to reason. No harsh expressions may be used about other members,

whether absent or present, nor may motives be imputed.

Those not having the floor must be silent, and must refrain from everything that indicates disrespect or distracts attention.

**The Disposition of the Motion or Resolution can be Decided in no other Way than by a Vote.**

A majority vote is more than one-half the number of votes cast.

A plurality vote is the highest number cast, that number being less than half the total.

A tie vote is an equal number on each side.

A two-thirds vote is not less than two-thirds, and a three-fourths vote is not less than three-fourths of the total number of votes cast.

In a unanimous vote, all vote alike. By a unanimous vote an assembly can do anything that it is competent to do, even in contravention of its own rules or the rules of Parliamentary Procedure. To assert otherwise is to deny to the assembly the power of self-government.

## **There are Six Established Methods of Voting.**

1. *By General Consent.* The Chair may, on routine questions, expedite business by assuming the consent of the assembly, providing no one objects. For instance, he may say, "If there be no objection, the minutes as corrected stand approved"; or, "If there be no objection, the motion is referred to the Standing Committee on Relief"; or, "If there be no objection, the motion is adopted and will be so recorded by the clerk." The Chairman should take the vote by general consent only in cases where there is no probability of difference of opinion. If any objection is raised, a more formal vote must be at once taken. Any member who objects, rises, addresses the Chair, and says, "I object."

2. *By Acclamation.* The question is put to the assembly, and then the Chair says, "Those in favor of this motion will say *aye*. Those opposed will say *no*." Vote is by voice, and the Chair judges by the volume of sound reaching his ear whether the vote is affirmative or negative. He then says, "The *ayes* have it, and the mo-

tion is carried"; or, "The *noes* have it, and the motion is lost."

3. *The Standing Vote.* If the Chair is in doubt he may say so and ask for a standing vote, saying, "Those in favor of this motion will rise and stand to be counted," and when the count has been made by the Chair, by the Secretary, or by tellers, one of whom counts the affirmative and the other the negative votes, the Chair asks the members to be seated, and then calls for the opposing vote to be given in the same manner. Any member may ask for a standing vote.

The Standing Vote is also termed a division of the house. If many persons are already standing for lack of seats, the division may be made by going to different sides of the room, or into different lobbies. When there is a division of the house, the Chair in any case of uncertainty decides who has a right to vote and who shall be excused from voting. After division is over, the assembly may correct any error made by the Chair.

Besides being used for verification, the Standing Vote is called for when it is desired to show respect to persons of dis-

tion, or to the memory of a deceased member, and whenever great determination is to be expressed.

4. *By Raising of Hands.* This method of voting is useful where noise is to be avoided and where the assembly is small. The Chair puts the question in the following form: "As many as are in favor of this motion will raise the right hand.—The count is made.—As many as are opposed will manifest it in the same manner."

5. *By Yeas and Nays.* The vote is taken by yeas and nays whenever so required by the number of members designated by a rule of the assembly. In the U. S. Congress, one-fifth of a quorum can order the vote to be taken by yeas and nays. Unless a special rule governs the assembly, the yeas and nays should be taken only when called for by a majority vote, as it is a slow process of voting, and is sometimes called for in order to consume time and delay business.

The object of taking a vote in this way is to enable the clerk to keep a record of the vote of each member. The Chair puts the question in the following form: "Those in favor of the adoption of the resolution



will, when their names are called, answer *yes*; those opposed will answer *no*." The Secretary or Clerk, having a list of the names of members in alphabetic order, proceeds to call the roll. Each member rises when his name is called and answers either *yes* or *no*, and the clerk records the answer given, the yeas in one column and the nays in another. The column for yeas usually stands before the names, the column for nays after them, on the right. The clerk puts down the number of each in consecutive order, adding as he goes. After the list has been gone through the Clerk reads the names of those who voted in the affirmative, and afterward the names of those who voted in the negative, permitting errors to be corrected. The Clerk then hands the list to the Chair, who announces the result of the vote. The list of votes as taken must be recorded in the minutes.

In taking the vote by yeas and nays the call cannot be interrupted after the first name has been called, but must be continued to the end, even though the hour for adjournment be past.

The vote on the question of demanding the yeas and nays is taken by rising.

As each member responds to his name, *yes* or *no*, his vote is counted aloud by the Clerk.

A member who calls for the yeas and nays is himself required to vote.

6. *By Ballot.* This form of voting is intended to be absolutely secret, and is used only when required by the rules, or in election of officers, or when a motion is carried for special cases to be decided by ballot. The Chair appoints two or more tellers who distribute blank ballots upon which the members write their votes. No more than the requisite number of ballots should be given to any member, and when written the ballot should be folded and held in such a manner that the tellers can see that no more than the legitimate number of votes is deposited by one member. Each member should cast his ballot with his own hand. When the ballot is declared by the Chair to be closed, the tellers collect all the ballots, without personally touching them, and in the presence of the assembly, or of its appointed inspectors, count each ballot separately, making a list of the ballots cast and of each person or object receiving a vote. Blank ballots are

not counted, and doubtful ones are cast out. The misspelling of a name does not invalidate a ballot.

Having completed the count, the tellers make a statement to the Chair, who, if the ballot be for election, announces the result as follows: "The total number of votes cast is——. The number necessary to a choice is——. Mr. A. having received—— votes is therefore declared elected." In case no candidate receives the number of votes required, a new ballot must be taken, and still another and another till there is an election.

Black and white balls are often used in balloting, the black being used for negative, the white for affirmative votes. In this case the members go to the ballot box to deposit their votes, their names being checked off as they vote.

If there be but one candidate, or if the assembly be unanimously in favor of one candidate, and the Constitution requires the election to be by ballot, much time may be saved by authorizing the Secretary or a Teller to cast the ballot for the candidate. In such case it is customary for some member to move, for instance, "that

the Secretary be instructed to cast the ballot for Mr. A. as Treasurer." This is seconded, and the Chair puts the motion to vote by acclamation. If carried, the Secretary lays upon the table a slip of paper bearing the name of Mr. A., and says, "I cast the ballot for Mr. A. as Treasurer." The Chair then says, "Mr. A. is declared elected."

But if the vote to have the ballot cast by the person named be not unanimous, then the balloting must be carried through in the usual way.

*A vote by ballot* cannot be reconsidered, but it can be thrown out if found to be irregular.

### **Vote and Voting.**

*A motion to make a vote unanimous* fails if any objection is raised. A vote can be made unanimous only by a unanimous vote. The motion may be made only by one of the minority.

No member should vote upon a question in which he is solely or chiefly concerned.

*The negative as well as the affirmative* vote should always be taken, except when the vote is known to be unanimous, and

## **When the Chair Votes.**

1. *The Chair Votes when the Vote is by Ballot.* In this case he votes when others vote, and in precisely the same way. His vote counts for no more and no less than that of any other member.

2. *The Chair Votes when the Yeas and Nays are called.* In this case he votes, not in the alphabetic order of his name, but last of all, the other officers voting just before him. This arrangement prevents the votes of the members of the assembly from being unduly influenced by the vote of the officers.

3. *The Chair may Vote whenever his Vote changes the Result.* He has the casting vote, and may vote

(a) *When there is a tie.* If there be a tie the motion is lost because there is no majority. If the Chair does not wish to save the measure he says, "There is a tie and the motion is lost." But if the Chair wishes to save the measure he says, "There is a tie; the Chair votes with the ayes and the motion is carried."

It is evident that the vote which changes the result has no greater power when the

Chair casts it than it would have if cast by any other member. The Chair does not, through being in the chair, lose his right to vote at any time when other members may vote, but he refrains from voting because his single vote has no power except as a casting vote, and then he votes or refrains from voting in accordance with his view of the question at issue. He is not obliged to vote. If he votes when there is a tie, he always votes in the affirmative.

(*b*) *The Chair may vote when his vote makes a tie.* If there be a majority of but one, the Chair may change the result by voting with the noes, thus destroying the majority. In this case, instead of saying "The ayes have it and the motion is carried," he says, for instance, "There are nine ayes and eight noes. The Chair votes with the noes, making a tie, and the motion is lost." When the vote of the Chair makes a tie he always votes in the negative. Of course, the exact number of votes on each side must have been previously ascertained by a standing vote or by a show of hands.

When the vote is by ballot, the Chair, if he vote at all, must vote at the same time

and in the same way as do other members, and he cannot again vote if the result prove to be a tie or a majority of one.

(c) In the same way *the Chair may make up or destroy a two-thirds* or a three-fourths or any required vote, provided the result be such that it can be changed by a single vote. For instance, he may say after the count has been made on a motion requiring a two-thirds vote, "There are nine ayes and five noes. The Chair votes with the ayes, making the required two-thirds, and the motion is carried." Or there may be before the assembly an amendment to the Constitution requiring a three-fourths vote, and the count may have shown fifteen ayes and five noes. If the Chair wishes to prevent the amendment he may say, "There are fifteen ayes and five noes. The Chair votes with the noes, destroying a three-fourths vote, and the amendment is lost."

When the Chair thus votes, his declaration of the result makes it plain that his vote has been cast with the purpose of changing that result.

*A motion once lost cannot be introduced again during the session unless the vote be reconsidered.*

## Meeting. Session.

A meeting is a single assemblage, covering only the time from convening to adjournment. A session may continue a day, a month, or a year, and may consist of one or of a series of meetings. The sessions of clubs are properly divided by their annual meetings, and a lost motion, in such an organization, should not therefore be again introduced, if introduced at all, until after the next annual meeting.

### *Beigeordnete Fragen* Subsidiary Motions.

- Betrachtung*
- 1—Question of consideration, F. S. R.
  - 2—To lay on the table, F. S. R.—?
  - 3 { *vorhergehende*  
The previous question, F. S. R.  
To postpone to a certain day, F. S. D. A. R.  
To commit, recommend or refer, F. S. D. A. R.  
To postpone indefinitely, F. S. D. R.
  - 4—To amend, *Verbessern*, F. S. D. A. R.

The seven subsidiary motions may be applied singly to the principal motion for the purpose of disposing of it temporarily or finally, or of modifying it in such manner as to make it express the will of the assembly more perfectly. *aufzuheben*



As a rule, the subsidiary motions are not applicable to each other ; but there are exceptions in the Previous Question, which may be applied to any debatable motion, and in the motion to amend which may be applied to itself, and to the motions to commit and to postpone to a certain time.

Subsidiary motions must always be decided before the principal motion. None of them need be in writing, except an amendment, which should be written if lengthy. The introducer of subsidiary, or any other motions, should always rise and address the Chair, and every seconder should do likewise. All the subsidiary motions, except the question of consideration, must be seconded. The high rank of the question of consideration, and the fact that it can be introduced only before debate has begun, gives it power to interrupt the first speaker in debate, and to be raised without getting the floor. For all subsidiary questions of lower rank the floor must be obtained. Were the rule otherwise, the Chair in times of excitement and the making of many different motions simultaneously, would be unable to preserve order in the rank of motions. Since each

subsidiary motion has a unique effect upon the main question, the fate of the main question often depends upon strict adherence to the rule that the subsidiary motions applied to it shall be each stated in the order demanded by its established rank. *anhang*  
*Li. C. H. L.*

The relative rank of the seven subsidiary motions is indicated by the figures at the extreme left in the foregoing table.

Four of these questions are more or less debatable, and three of them may be amended. All except two are carried by a majority vote. The only vote upon any of them which cannot be reconsidered is an affirmative vote on the motion to lay on the table.

## **The Question of Consideration.**

### **I. f. R.**

The assembly, on hearing a proposition, may decide to consider it, or may refuse to consider it. The question proposed may tend to contention, or may be libelous, irrelevant, or unprofitable. In order to determine whether the assembly will consider it, any member may raise the question of consideration, rising in his

place, addressing the Chair, and saying, "I raise the question of consideration." This requires no seconder. The Chair may raise the question solely on his own responsibility.

This question was formerly put to every principal motion as soon as the Chair had stated it; but now every question properly introduced is considered, unless a vote against consideration is given. The question of consideration can be raised only before the main question has been considered. A speaker to whom the floor has already been given may be interrupted by it. But after the first speaker has more than begun his speech, or after any subsidiary or incidental motion applying to the main question has been stated by the Chair, it is too late to raise the question of consideration. It has then already been considered, and therefore the question of consideration is no longer relevant.

This question is applicable to nothing but the main question. It is not debatable nor amendable. No subsidiary motion can be applied to it.

Though this question has no standing unless seasonably raised, if seasonably

raised it is not taken off the floor by anything except a point of order, and does not yield place even to an order of the day.

A two thirds negative vote is required to prevent consideration. A motion might be able to secure the respect of the assembly, although a bare majority thought its consideration inexpedient, and an elucidation of the subject during debate might even show it to be of great importance. A question ought not therefore to be suppressed, and debate prevented, on less than a two-thirds vote against it.

When, after the statement of the main question and before debate has begun, many subsidiary questions are simultaneously raised, this question takes precedence of all others, and is stated first by the Chair. When the Chair hears a member say, "I raise the question of consideration," the Chair at once puts it to vote, allowing no debate, and saying, "The question of consideration is raised. Those in favor of considering the question will rise and stand to be counted.—Be seated.—Those opposed will rise." Thereafter the Chair announces the result of the vote, saying, either, "The ayes have it, and the question

will be considered"; or, "The noes have it, and the assembly refuses to consider the question." If the ayes have it, a two-thirds negative vote not having been given, the assembly proceeds to consider the question just as though the question of consideration had not been raised. But if the noes have it, the principal motion is dropped out of the proceedings, and, like a lost motion, cannot again be introduced during the session. The principal motion and also the disposal of it are, however, recorded in the minutes.

An affirmative vote on the question of consideration can be reconsidered, but not after consideration has begun. A negative vote can be reconsidered at any time during the day on which the question was raised.

### **To Lay on the Table.**


F. S. R—?

If a motion to lay on the table is carried, it removes the principal question temporarily from the assembly, the time for which it is laid away being undetermined. It may be made by the friends or by the enemies of

the proposition. If there is no probability of obtaining a majority vote for the main question and its friends hope it will have a better chance at a later time, they may move to lay it on the table in order to prevent its defeat. On the other hand, the enemies of the measure may think its friends so powerful that there is danger of its being carried, and may hope that by temporarily laying it aside they can strengthen their own force against it. Or time may be lacking for present discussion of it, or another question may require to be first decided, or advantage may in some way be gained by delay.

By laying the question on the table, it remains within the power of the assembly to resume its consideration at any time when no other question is before the assembly. It may be taken up at any time after other business shall have been transacted, and before the end of the session.

This motion is often made with the intention of defeating a measure. If a question is laid upon the table and is not taken up before the end of the session, it has to be introduced as a new question, if introduced at all, at the next session.



The fundamental principles of Parliamentary Law require that every motion that suppresses a question that the assembly has decided to consider, should itself be open to full debate. Laying a question on the table leaves it so that the assembly can at any time consider it further, and this motion is therefore not debatable.

This question is of high rank, and if many subsidiary motions are simultaneously made after debate has begun, this is first stated. It can be made when any other subsidiary motion, except the question of consideration, is pending. This high rank, giving power to supersede other subsidiary motions, is incompatible with the right of occupying time in debate. If questions of high rank were debatable, they could be used to prevent the assembly from coming to a vote on the main question and could thus greatly hinder business.

This motion applies to the main question and to what adheres to the main question. It may also be applied to a question of privilege, to an appeal from a decision of the Chair, to a motion for reconsideration, and to an amendment to the minutes, these questions having the status of main ques-

tions while before the house. If it is decided in the affirmative, the motion to which it is applied, together with all other motions at the time connected with it, is removed from before the assembly until it is by a majority vote again taken up.

An amendment to the minutes, however, being laid on the table, does not carry the minutes with it; a motion to reconsider, when laid on the table, leaves the original question unaffected; and an appeal, laid on the table, does not influence the main question.

The motion to lay on the table can be neither qualified nor amended. It may be made before debate begins, at any time during debate, and even after debate is closed. It may be made when amendments are pending, and if then carried, it carries to the table all pending amendments; and these are also taken from the table whenever the main question is taken up. In the same way, if agreed to, it carries to the table the motion to postpone, to commit, to close debate, or any other adherent motion. The mover says: "I move to lay this question on the table." The Chair says: "It is moved to lay this



question on the table. Those in favor of so doing will say *aye*. Those opposed will say *no*." Then the Chair announces the result of the vote, saying ; "The ayes have it, and the question is laid on the table;" or, "The noes have it, and the question is still before the assembly."

If the motion is lost, it may be renewed after an amendment has been made.

An affirmative vote on this motion cannot be reconsidered, because a speedier way of reaching the same result would be by a motion to take from the table. A negative vote can be reconsidered, but not after the business has proceeded farther, because the motion can then be renewed.

### **To Take From the Table.**

F. S. R. - ?

A question that has been laid on the table may be taken from the table at any time after other business has been transacted, when no other business is before the assembly.

The motion to take it from the table must be made by some one who voted to lay it on the table. The justice of this rule is apparent if we suppose the question

to have been laid on the table by its friends, and that in their absence the enemies of the measure ought not to be able to take it up and adversely dispose of it. Whatever faction laid the question on the table has a right to hold it there during their pleasure, they being necessarily a majority. It is therefore expedient to vote with the majority, if the question is inevitably to be laid on the table.

No subsidiary motion can be applied to the motion to take from the table. The mover says : " I move to take from the table the question concerning ———." If carried, the Secretary reads from the minutes the question to be taken up, making plain the adherent motions.

When taken from the table the question stands just as it did when laid on the table.

If a motion to take from the table is lost it can be renewed at any time after other business has been transacted, when no business is before the house, and therefore an affirmative vote on this motion cannot be reconsidered. A negative vote upon it may be reconsidered.

A question may be laid upon the table and taken therefrom any number of times,

## **The Previous Question.**

F. S. & R.

This is a term inherited from England, where it was formerly used in avoidance of a direct vote on matters affecting high personages. In America it means the closing of debate. Were there no way of shutting off debate, the minority might by persistent discussion prevent a decision upon the business before the assembly. If the motion for the Previous Question is carried, it cuts off debate and brings the assembly to vote on the pending question. If determined in the negative the debate goes on.

The Previous Question may be moved to all debatable motions and is limited to that to which it is applied by the mover. It can be moved solely on an amendment, on an amendment to an amendment, on the motion to refer to a committee, on the motion to postpone to a certain time, or on the motion to postpone indefinitely.

Its force is exhausted when it has accomplished its object, the closing of the debate on that to which it is applied. If applied to postponement only, it does not close debate on the main question ; if to the motion

to commit, it is exhausted when the question of reference to a committee is decided ; if to an amendment, its force ceases when the amendment has been voted upon. If applied to a main question when amendments are pending it also covers the amendments, and neither the amendments nor the main question can be further debated.

In the U. S. Senate the Previous Question cannot be moved, prejudice being strong against shutting off debate in that deliberative body.

The motion to close debate should be made only when debate has exhausted the subject, and when there is no probability of further enlightenment through discussion.

The right of debate on any debatable question does not cease until the assembly so orders by the adoption of the Previous Question. Unless so ordered, debate may even interrupt the vote if the noes have not been called for. If there be debate after the ayes have responded, then the vote must again be taken. But after the noes have been called for, debate must in any case cease.

To shut off further debate is looked upon as so serious an action that a two-thirds

The result of the vote may be announced as, "The ayes have it, and debate is closed"; or, "The noes have it, and debate will continue."

### **To Postpone to a Certain Day or Time of the Day.**

F. S. D. A. R.

This motion may be made with the object of giving the members time to inform themselves, or because a certain learned man can then be present, or because the subject requires more time than is at hand, or for other reasons.

Business cannot be postponed beyond the end of the session, except in conventions whose special rules permit it to come up with unfinished business during the next session. In Congress a motion cannot be postponed to the next session.

A measure can be postponed only to a time when it can be brought before the assembly. A motion to postpone to an impossible time would be equivalent to a motion to postpone indefinitely, and should be so presented.

The day and the hour should be fixed by the motion. The mover may say, "I move

to postpone this question to next Tuesday at three o'clock." This having been seconded, stated, and subjected to debate, if no amendment of time were made, the Chair would put it to vote by saying, "The question is upon postponing this question to next Tuesday at three o'clock. Those in favor of this will say *aye*. Those opposed will say *no*." The result of the vote would then be announced, the Chair saying, "The ayes have it, and the question is postponed to next Tuesday at three o'clock"; or, "The noes have it, and the question is still before the assembly."

This motion allows limited debate on the propriety of postponement, but no debate on the merits of the main question. It can be amended only as to time.

If it is desired to hold an adjourned meeting to consider a special subject, the time to which the assembly shall adjourn should be fixed before making the motion to postpone to that day.

This motion can be made when a motion to amend is pending, being of higher rank. It is of equal rank with the motion for the previous question, to commit, and to postpone indefinitely, and consequently none of

them is in order when this motion is pending ; neither can this motion be made when either of the other three is pending.

The effect of the motion if carried is to postpone the entire subject with all pending amendments to the time specified. Before the time arrives it may be taken up by no less than a two-thirds vote, and a unanimous vote might well be required. To permit it to be taken up by a lesser number obliges a faction to be always on guard over it, lest in their absence it be taken up and acted upon by the opposing party.

## **Order of the Day.**

### **I. R.**

When the specified time arrives, the postponed question is entitled to be taken up in preference to any other business. It is referred to as the order of the day, and can be called up on the suggestion of any member, or the Chair may lay it before the assembly. When the time fixed by the order of the day is reached, a speaker may be interrupted by the call. Any member may rise, address the Chair, and say, "I call for the order of the day." The Chair may at

once bring forward the order of the day, or may put the call to vote, saying, "Shall the order of the day be now taken up"; or, "Will the assembly now proceed to the orders of the day," and the question is decided by a majority vote.

Or it may be that when the Chair brings forward the order, or orders, of the day, the assembly prefers to go on with the business already before it. In that case any member may rise, address the Chair, and say, "I raise the question of present consideration against the order of the day"; and if present consideration be decided against, the business previously pending can go on. If there were several orders, the question of present consideration would have to be raised against each order of the day in succession.

An affirmative vote, on taking up the order of the day, removes the question previously under consideration from before the assembly, as though it had been interrupted by an adjournment.

A negative vote dispenses with the orders of the day only so far as they interfere with the question then being considered.



The call for the order of the day cannot be renewed until the question then being considered is disposed of.

A motion to take up a question out of its proper order cannot be amended nor debated, and requires a two-thirds vote, being the suspension of a rule.

When several questions have been ordered for the day, each question can be laid on the table as it comes up, and thus a particular question can be quickly reached.

When several questions are postponed to different times and are not reached, they must be considered in the order of the times to which they were assigned. The questions would have priority in the order of their assignment. But the business fixed for a certain hour has at that hour precedence over pending business, even though that business be an order of the day.

A call for orders of the day takes precedence of everything except privileged questions and the motion to reconsider.

A subject may be made a *special order* by a two-thirds vote, the two-thirds vote being required because the special order is in the nature of a suspension of the rules. When the special order arrives, it takes

precedence of all business except the reading of the minutes. If two special orders are made for the same day, the one first made takes precedence. Special orders outrank general orders.

Though a two-thirds vote is required for making a special order, that vote can be reconsidered on a majority vote for reconsideration.

### **To Commit. Recommit, or Refer.**

F. S. D. A. R.

A committee consists of a selected number of members appointed to perform certain work. The object of the motion to refer to a committee, or to recommit to the same committee, is to expedite business, to furnish opportunity for special investigation by certain members, or to obtain expert judgment. When a motion or report is not well digested, and requires many amendments, much time is saved to the assembly by referring it to a committee for revision.

The great value of committees has led many assemblies to perform nearly all their

work in committee rooms. This plan frees special branches of business from the inconvenience of numbers, and tends to preserve the assembly from being too greatly influenced by plausible harangues.

The committee is the creature of the assembly and can in no case exceed the instructions received from the assembly. If the assembly directs the time and place of meeting and the meeting be not held, new instructions must be received before the committee can act.

The Chair is always instructed by the assembly as to the manner of forming the committee and as to the number of which it shall consist.

Whatever the method of forming the committee the member first named acts as temporary chairman and a permanent chairman is immediately elected by the committee itself, unless the chairman has been designated by the assembly, or unless the rule of the society requires the appointment of the chairman by the President.

The motion to commit is debatable and may be amended as to the number in the committee, the manner of its formation, and the instruction given. It is carried by a ma-

majority vote, which can be reconsidered, but not after the committee has acted.

The motion to commit may be made while amendments are pending and if carried the amendments go with the principal motion to the committee.

The Previous Question may be applied to this motion and so may the motion to amend but no other subsidiary motion applies to it. It is itself applicable to nothing other than the main question.

## **There are Five Kinds of Committees.**

1. *Special Committees* are appointed for a particular occasion. They are dissolved by the act of reporting or by the accomplishment of their work.

2. *Standing Committees* are created by the rules of the assembly and are usually appointed for the term of one year or for the session. The rules regulate the method of election or appointment of all standing committees. A standing committee after a full report has no further control of the matter reported, unless there be a new reference.

3. *Joint Committees* are made up of members of two branches of a legislature or convocation and may be either special or standing. They perform certain work in which the two branches have a mutual interest.

4. *A Conference Committee* is a committee appointed by one branch of a legislature or convocation to meet a similar committee appointed by another branch of a legislature or convocation when the two bodies have disagreed. At the conference, there is examination and discussion of the points of difference and an effort to reach an agreement. Each conference committee is composed of an odd number, and the majority in each should represent the majority of the appointing body. To constitute an agreement authorizing a report to the two bodies, a majority of each constituent committee must assent. The report when ready is privileged over other business.

5. *A Committee of the Whole* is the assembly itself in another form, since the membership is identical, and the same number is required for a quorum. It has another presiding officer named by the Chair, or elected by the assembly in case

of dispute concerning the selection made by the Chair.

The presiding officer of the assembly may take part in the debate. The clerk of the assembly acts as clerk of this committee, but keeps no record of its proceedings except such temporary memoranda as will enable him to assist the chairman in the orderly conduct of business. The report which the committee makes to the assembly is its record, and becomes part of the record of the assembly.

In Committee of the Whole each member may debate as often as he can get the floor; otherwise the rules are the same as for the assembly. But the Committee of the Whole cannot adjourn, cannot lay on the table, cannot move the Previous Question, cannot postpone, and cannot refer to another committee. The only motions in order are to amend, to adopt, and that the committee rise and report. The only way to limit debate in Committee of the Whole, whether in regard to the time allowed to each speaker, or the time that the committee shall have for debate, is by the order of the assembly. The Committee of the Whole does its work as does any other committee

and reports to the assembly through its chairman.

In Committee of the Whole the yeas and nays cannot be called, and therefore the original purpose of the committee is subserved and the doings of its members escape the notice of the public.

The Committee has no power to punish for disorder. Any disorderly behavior should be reported to the assembly for its action.

Instead of going into Committee of the Whole it is sometimes better to move that the question be considered informally. While acting informally each member can speak as often as he can get the floor and if that be the desired object it is more easily attained by the latter motion. In assemblies not legislative it is rarely worth while to go into Committee of the Whole.

The form for the motion is "I move that this assembly now resolve itself into a Committee of the Whole to consider the question of——"

### **There Are Four Ways of Forming Committees.**

1. *By Appointment by the Chair.* This is a speedy way of creating a committee and

is suitable when the Chair is thoroughly acquainted with the members and when there is no fear of placing too great power in the hands of the Chair.

The form of this motion is, "I move that this question be referred to a committee of — appointed by the Chair."

2. *By Resolution subject to amendment*, the resolution naming the members.

The form of this motion is, "I move to refer this question to a committee consisting of Mr. —, Mr. —, and Mrs. —" This might be amended by the insertion of other names, or by striking out and inserting names.

3. *By Nomination from the Floor* and vote, when all have been nominated. In nomination from the floor, no member has the right to nominate more than one person. All nominations must be seconded. Nominations continue until closed by general consent, or by majority vote. When the nominations are closed, the Chair puts the names to vote in the order in which they were proposed, and when the number mentioned by the motion have been elected, no more names are voted upon. The form of this motion is: "I move that this ques-



tion be referred to a committee of —— nominated from the floor and elected by acclamation."

4. *By Ballot*, which is taken separately for each member, or by a single ballot for the whole committee. This method takes much time, and is therefore seldom called for, but is useful in the choice of important committees. The form of the motion is, "I move to refer the question to a committee of —— elected by ballot," and instruction as to the method of nominating may be inserted.

## **Committees and Their Work.**

Members of Committee should represent different views if for deliberation, similar views if for action. Large committees are usually best for deliberation, small ones for action.

A committee should consist of an odd number, so that a majority vote may be easily secured. A committee may be given power to add to its own number, or a Chairman of Committee may be empowered to create the committee.

A committee does not adjourn at the close of a meeting; the committee rises. The proper form for the motion is, "I move that this committee do now rise."

A committee cannot act by separate assent, but must meet in conference. If all members have been notified of the meeting, a majority is sufficient for the transaction of business.

Sub-committees may be appointed from among the members of a committee, to report to the committee in the same manner as the committee reports to the assembly.

It is customary to appoint the mover and seconder upon the committee, but this is not obligatory. Fitness is the sole qualification demanded, and the mover may be less fit than some other member.

Unless the committee otherwise directs, its meetings are open to other members.

The President is not a member of any committee unless made so by the rule of the assembly, or by special appointment.

The number in the committee, and the kind of committee, need not be decided upon until after it has been voted to refer the subject to a committee, though time is usually saved by including in the motion to

down on a separate paper the amendments agreed upon by the committee, stating what they are and where they have been made.

When a paper is referred to a committee, the paper is first read through to the committee, and is then read by paragraphs. At the close of each paragraph the chairman asks if there are any amendments, and puts to vote the amendments proposed, but does not call for a vote on the whole paper. A committee cannot reject a paper, but must report it back either affirmatively or negatively.

The report of a committee must be signed by all members who concur in the report.

By consent of the assembly a minority report may be received by it.

If a report be in writing, a copy should be laid upon the clerk's desk, and a copy should be held by the chairman of the committee.

The work of the committee must be reported to and revised by the assembly. The action of the committee is advisory only. The committee has no more power than is conferred upon it by the assembly, and may exercise only the functions which the assembly delegates to it. The assem-

bly may amend, modify, accept, or reject all, or any part, of the work of the committee.

The committee, when ready to report, says, "Your committee is now ready to report." The report is for immediate action, unless the rules prescribe otherwise. The Chair may say, "If there be no objection the report will now be received."

Any member may raise the question of immediate consideration of a report demanding that the question be put upon the reception of the report. The Chair says, "The question is upon the immediate reception of the report." If negatived the committee must wait until a more favorable season.

When a subject has been referred to a committee that reports at the same meeting, the subject stands before the assembly as if introduced for the first time.

The report of a committee is received when it is read. Hearing the report is receiving it. If the report be at all lengthy some member should, after it has been read by the chairman of the committee, move that the report be considered *seriatim*, that is, section by section, or paragraph by

paragraph. This motion being seconded, put to vote, and carried, the clerk reads the report, a paragraph or section at a time, and each section may in its order be debated and amended ; but no vote should be taken upon the separate paragraphs.

After *seriatim* consideration, in which all amendments offered are voted upon in their order, some member moves that the amended report be adopted, or accepted, and after debate the vote is taken upon the report as a whole.

The preamble, if there be one, should be considered last and should be separately voted upon. *Seriatim* consideration affords two opportunities of discussing the report, once under the consideration given to it section by section, and once under the motion to adopt the report.

The member presenting the report is first entitled to the floor in debate, and has also the right to close the debate, even after the Previous Question is ordered.

A report given simply for information should not be adopted. To accept or adopt, endorses the report and commits the assembly to the statements included in the report.

No committee is discharged after completing its work. When its work is done, its existence ceases. A committee which does not perform its work may be discharged and a new committee appointed.

### **To Postpone Indefinitely.**

F. S. D. R.

After a question has been debated there are two ways of suppressing it, one by voting it down, the other by an indefinite postponement. Both have the same effect. An affirmative vote on the motion to postpone indefinitely has the same effect as has a negative vote on the main question. The motion is used by the opponents of a measure when doubtful of their own strength, because if defeated on this motion they still have opportunity for a further struggle for victory, which would not be the case if they were defeated in the vote upon the main question.

If this motion is decided in the affirmative, the main question, with what adheres thereto, is entirely removed from before the assembly for that session; if decided in the

negative, the debate proceeds as if this motion had not been made.

This motion ranks with the motion to postpone to a certain time, to commit, and to close debate, and above the motion to amend. In some legislative bodies it ranks below the motion to amend, and cannot be made when an amendment is pending.

No subsidiary motion, except the Previous Question, can be applied to it, and it applies to nothing beside the main question. It cannot be amended in regard to time as that would make it equivalent to a motion to postpone to a certain day, and that has a different purpose.

It is eminently debatable and opens the whole main question to debate. Any motion that has the effect to suppress a question before an assembly so that it cannot again be taken up during the session allows free debate ; and any subsidiary motion is debatable to just the extent that it interferes with the right of the assembly to take up the original question at its pleasure. For instance, on a motion for indefinite postponement the whole question is open to debate, because an affirmative vote will

remove it permanently from the assembly. In a motion for postponement to a certain day, debate is limited to the question of postponement, because there will be further opportunity to debate the main question at the time set. On a motion to commit, debate is permitted, because it is important that the committee should be formed and instructed by the assembly ; but debate is limited to the motion to commit, because future occasion is provided for debate on the main question at the report of the committee. A motion to lay on the table is undebatable, because the question can at any time be taken up and debated.

It thus appears that the amount of permissible debate is determined by the degree of danger which the subsidiary motion presents to the main question ; the subsidiary motion which, if carried, would kill the measure, permits unlimited debate on the main question itself, while the subsidiary motion which offers no harm to the main question is wholly undebatable.

The enemies of a measure sometimes move indefinite postponement in order to ascertain, through the opposing vote, how numerous the friends of the measure may



be. They are then better prepared to adopt tactics that may overthrow their opponents, or they may discreetly adjust their forces on the popular side.

The enemy of the proposition may say, "I move the indefinite postponement of this question."

In announcing the result of the vote the Chair says, "The ayes have it, and the question is indefinitely postponed," or else says, "The noes have it, and the question is before the assembly for further debate."

### **To Amend.**

F. S. D. A. R.

Every assembly has an indisputable right to alter or modify any proposition laid before it. The purpose of amendment is to change the proposition so that it will more perfectly express the mind of the majority.

An amendment may be made which changes the meaning of a proposition, but none can be made which changes the subject. The censure of an individual may be changed to an expression of thanks or words may be inserted which will secure

the defeat of a proposition by making it absurd.

When a proposition is not well expressed or clearly put it is usually better to refer it to a committee who may write it out in better form. Motions should be well digested and clearly written out before they are placed before an assembly.

The effect of an amendment is always to modify or change the main question.

An amendment made by inserting or by striking out the word *not* is not permissible, as the end would be reached as well by the vote alone.

*There are three ways of amending a motion, resolution, bill, or report.*

1st. *By striking out words.* The form is "I move to strike out——." Words that have been stricken out cannot be again inserted except it be in connection with other words that change the meaning of the proposition.

2d. *By inserting words.* The form is "I move to insert——." Words that have been inserted cannot be stricken out, unless other words are at the same time stricken out so that there is a change of meaning.

3d. *By striking out and inserting.* The motion to strike out and insert is indivisible. But the words proposed to be inserted need not be inserted in the same place as the words stricken out.

*Two amendments to different parts of the proposition cannot be pending at the same time*; but any number of amendments may be made one by one. Other amendments than the one to the original proposition must be confined to that one, and the original amendment must be disposed of before another amendment to the proposition is entertained.

## **To Amend an Amendment.**

F. S. D. R.

*An amendment may itself be amended*, and the second amendment may be debated, but cannot be amended. Any number of amendments may be made, one at a time, to an amendment. The amendment to the amendment is treated in the same way as is the amendment to the original proposition: it may be amended by striking out, by inserting, or by striking out and inserting.

When there is an amendment to an amendment, the amendment to the amend-

ment is first voted upon, and afterward the amendment as amended is voted upon, and lastly, after all amendment is completed, the proposition as amended is put to vote.

When an amendment by striking out is proposed, and an amendment by striking out is offered as an amendment to that amendment, the intention of the mover of the amendment to the amendment is to strike out from the original motion less than the proposed amendment would take out. For instance if the amendment proposes to strike out from the proposition A-B-C-D-E-F the letters B C-D, and an amendment to this amendment proposes to strike out in the amendment the letters B-C, then if the amendment to the amendment is agreed to, B-C is stricken out of the amendment, and D alone remains in the amendment. If this amendment be agreed to, then the amended proposition would be A-B-C-E-F.

When an amendment by striking out is proposed, and an amendment by insertion is offered as an amendment to the amendment, the intention of the mover of the amendment to the amendment is to strike out from the original motion more than the

offered amendment would remove. For instance if from the proposition A-B-C-D-E-F it is proposed to strike out B-C-D and an amendment to this amendment proposes to insert E-F, then if the amendment to the amendment be agreed to, the amendment would propose to strike out B-C-D-E-F, and if this amendment were adopted, only A would remain from the original motion. When anything is inserted in an amendment to be made by striking out, that which is inserted is always taken from the principal motion.

An amendment made by striking out and inserting in an amendment made by striking out, restores to the original motion something which the amendment proposed to remove, and takes from the original motion something which the amendment would have left therein. For instance, if the amendment proposes to strike out B-C-D from the proposition A-B-C-D-E-F, and the amendment to the amendment proposes to strike out B and insert E, agreement to the amendment to the amendment would leave the amendment "to strike out C-D-E," and if this were agreed to, the principal motion would then stand as A-B-F. In

this case, what is stricken out from the amendment goes back to the principal motion, and what is inserted in the amendment disappears from the principal motion.

If the main question were A-B-C-D-E-F, and an amendment proposed to insert G, an amendment to the amendment, proposing to strike out G and insert M would not be in order, because that is a proposal to destroy the whole of the offered amendment. The advocate of M should debate against G, urging the superiority of M, and when G was rejected, move a new amendment "to insert M."

When the amendment proposed is "*by inserting*" alone, that which is inserted comes always from outside the main question. *To strike out* in an amendment *by inserting*, is to insert less. If the main question were A-B-C, and the amendment called for the insertion of E-F-G, and the amendment were amended by striking out F-G, the amended motion would be A-B-C-E.

If the principal motion were A-B-C-D-E-F, and an amendment proposed to strike out D-E-F and to insert G-H, and this amendment were amended by striking out

D and amended again by inserting I, the amended motion would be A-B-C-D-G-H-I.

When it is proposed to amend by striking out certain words and inserting other words in either portion of the proposed amendment, the portion proposed for striking out, or the portion proposed for inserting, may be amended by striking out, by inserting, or by striking out and inserting.

In the proposition A-B-C-D-E-F it is proposed to strike out A-B-C-D and to insert X-Y-Z. The portion A-B-C-D is amended by striking out A and inserting E. Then the portion X-Y-Z is amended by striking out X and inserting W. Then this portion is further amended by striking out Z. Then the first portion is further amended by striking out C. The amended amendment being agreed to, the main question stands A-C-F-W-Y.

### **Amendments.**

A proposition may be rejected after amendment. Those who are opposed to the proposition would better debate and vote on the offered amendments, if there be a probability that the principal motion may

be carried. The objectionable features of an objectionable measure may thus be reduced to the smallest possible dimensions.

The motion to amend is of lowest rank, and gives way to all other motions. When pending, however, it is not cut off from final consideration by any other motion. A motion to commit, if adopted, sends pending amendments as well as the main question to the committee; a motion to lay on the table, or to postpone, if agreed to, carries all pending amendments with the main question. The Previous Question, if ordered to the main question, requires pending amendments to be first voted upon.

No undebatable motion can be amended except the privileged motion to fix the time to which to adjourn, which can be amended only as to time; the motions relating to method of consideration, which can be amended only as to method; and the motion to divide the question, which can be amended only as to place of division.

Among the subsidiary motions, the motion to amend can be applied only to the motion to postpone to a certain day, which can be amended only as to time; to the motion to commit, which can be amended



as to the number of members in the committee, the mode of forming the committee, or the instructions given the committee; and to itself, in so far as a first amendment can be itself amended.

None of the other subsidiary motions, except the Previous Question, can be applied solely to the motion to amend. Any other subsidiary motion, applied when an amendment is pending, applies to the main question as well as to the amendment.

If the Previous Question is adopted, it bears on the principal motion and on all pending amendments, unless otherwise specified by the mover at the time of introducing it.

A member may move to amend his own motion.

After the question has been stated, the mover may accept an amendment, if there be no objection; but if objection is made, a majority vote is required.

When an amendment has been moved and seconded, the Chair should always state the question distinctly, so that every member may know exactly what is before the assembly. The Chair should, if necessary, first read the paragraph which it is

proposed to amend, then the words which are to be struck out or inserted, and finally the paragraph as it will stand if the amendment is adopted. He then states that "the question is on the adoption of the amendment." This is open to debate, the remarks being confined to the merits of the amendment. After the debate the Chair says, "Will the assembly agree to the amendment? Those agreeing will say *aye*. Those opposed will say *no*." The result of the vote is announced by saying: "The ayes have it, and the amendment is agreed to"; or, "The noes have it, and the amendment is not agreed to."

### **Substitution.**

A short and informal method of striking out and inserting, may be applied to whole paragraphs or bills. The mover says, "For the paragraph under consideration I offer the following substitute," and reads a new paragraph as a substitute for the old. The friends of the old paragraph have a right to perfect it by amendment before the vote is put for the adoption of the substitute, and the friends of the new paragraph have the

in which they are recorded, until a choice is made by a majority vote of the assembly.

For instance, Mr. A. may move "that the name of this Club be changed to ——." When the motion has been seconded and stated, the Chair calls for names to fill the blank. Those who propose names rise and address the Chair, but are not individually named because the floor has already been given to the assembly for the purpose indicated. No member may propose more than one name, and each proposal should be seconded, stated by the Chair, and recorded by the secretary. When proposals cease, or are closed by vote, debate may be had upon each name before the vote upon it is taken.

By the filling of a blank, a satisfactory result is often reached more quickly than would be possible by amendments. There is also fuller opportunity for the expression of the sentiments of the members, and the process is less complicated.

## Recapitulation of Rank in Subsidiary Motions.

- 1—Question of Consideration, I.  $\frac{1}{2}$ . R.
- 2—To lay on the table, F. S. R- $\frac{1}{2}$ .
- 3 {
  - The Previous Question, F. S.  $\frac{1}{2}$ . R.
  - To postpone to a certain day, F. S. D. A. R.
  - To commit, recommit or refer, F. S. D. A. R.
  - To postpone indefinitely, F. S. D. R.
- 4—To amend, F. S. D. A. R.

The seven subsidiary motions have in their relation to each other a respective rank, the question of consideration being highest, and the motion to lay on the table coming next it. Then there are four of the same rank, the Previous Question, postponement to a certain time, reference to a committee, and indefinite postponement, all being of the third rank. The lowest in rank is the motion to amend.

We will give titles to these seven motions, and call the question of consideration the Queen; the motion to lay on the table the Princess; the four motions—to close debate, to postpone to a certain time, to refer to a committee, and to postpone indefinitely—all Dutchesses; and the motion to amend will be the Countess. If the Queen is about to enter a room, or signi-

fies her intention of so doing, no lady of lower rank should attempt to pass before her. So, if the question of consideration is raised, no question of lower rank is in order until the question of consideration shall have been disposed of. If one of the Dutchesses were entering a room, she would yield the way to the Queen or the Princess; but no other Dutchess should try to precede her. So any of the questions of the third rank yield to the two of higher rank; while among themselves the first moved must be disposed of before any of the other three is in order. The Countess being of the lowest rank, would yield the way to any or all of the other six ladies. So the motion to amend yields precedence to any of the six motions having higher rank than itself.

The general rule is that motions of lower rank yield to those of higher rank, and that those having higher rank at once supersede those of lower rank, while among those of the same rank, the one first raised must be voted upon before another should be moved. To this general rule there are no exceptions among the subsidiary motions in their relation to each other.

Any motion that is in order when made, unless superseded by a motion of higher rank, must sooner or later be stated by the Chair and receive the attention of the assembly, but a motion not in order when made has to be renewed if it be considered at all.

If Mrs. A. moves to amend, and is seconded, and Mrs. B. moves to postpone to a certain time and is seconded, and Mrs. C. moves to lay on the table and is seconded, the Chair first states the motion to lay on the table, because it is of highest rank. If the vote upon it be negative, the Chair then states the motion to postpone, and if this be negatively decided, the Chair next states the motion to amend.

If Mrs. E. then moves to postpone indefinitely and is seconded, and Mrs. F. raises the question of consideration, the Chair would pronounce Mrs. F.'s motion out of order, because of subsidiary motions having already been applied to the main question, would state the motion for indefinite postponement, and if this motion were negatively settled, would call for debate on the offered amendment.

## Privileged Questions.

### PRIVILEGED MOTIONS:

- 1—To fix a time to which to adjourn, S. A. R.
- 2—To adjourn, S.
- 3—To take the recess, S.

### QUESTIONS OF PRIVILEGE:

- 4—Concerning the assembly, I.—(F. S. D. A. R.)
- 5—Concerning a member, I.—(F. S. D. A. R.)

*Privileged Questions* do not concern themselves with the progress of the main question, but with the existence of the assembly, the performance of its functions and its general well-being. Their only immediate relation to the main question is that of delaying it by taking up the time. Yet these questions, which do not concern the immediate business of the assembly, have precedence over the main question and over most subsidiary and incidental questions pertaining to it.

The essential characteristic of privileged questions is that they interrupt the business before the assembly. If such a question were introduced when no business was before the house, it would be, not a privileged, but a main question, and would be so treated. They are termed privileged because they may interrupt business.

## **Privileged Motions.**

Three of these privileged questions are called *Privileged Motions*, because the mover, when introducing them, begins with the words "*I move.*" These motions cannot interrupt a member who has the floor; but they are introduced without getting the floor. They require a seconder. None of them can be debated, because high privilege is inconsistent with debate.

### **1—To Fix the Time to which to Adjourn.**

S. A. R.

This motion has the right to interrupt business only when no time for the next meeting has been fixed. The purpose and effect of the motion is to fix the time for the next meeting. This is often necessary to the interest of the business before the assembly, because committees may need to be appointed with instruction when to report, or questions may require postponement to a later period.

Moreover, when an assembly adjourns with no time fixed for its next meeting, such adjournment is equivalent to a dis-



solution. In fact, to adjourn *sine die*, without day, is to dissolve the assembly.

This motion is among all motions the highest in rank, because of its function in preserving the existence of the assembly as such. It may be made even after the vote has been taken on the motion to adjourn, provided that the vote has not yet been announced by the Chair.

The proper form of the motion is, "I move that when we adjourn, we adjourn to meet"—Thursday, October 19th, at two o'clock.

It is usually better to introduce the motion fixing the time of the next meeting, not as a privileged motion, when it cannot be debated, but as a main question open to debate.

As a privileged motion this motion can be amended only as to time.

The vote on the motion fixing the time of the next meeting can be reconsidered.

This motion takes precedence over the motion to adjourn, but has no priority over a motion for recess, if the motion for recess is already pending.

The motion may be legally decided when less than a quorum is present.

## **2—To Adjourn.**

S.

To adjourn implies an intermission of business, the date for the next meeting having been fixed. To adjourn with no time fixed for the next meeting is to dissolve the assembly, and the Chair should not entertain the motion as a privileged one. A motion to dissolve the assembly would not be privileged, and would be debatable. The meaning, the effective significance, of a motion must always be considered, rather than its mere wording. When a motion is not properly framed, the Chair may so state it as to properly classify it under one of the established headings. If a member moves "to adjourn till next Monday, at one o'clock," the Chair may state the motion in its proper form, "that when we adjourn we adjourn to meet next Monday at one o'clock." After this motion is disposed of the motion to adjourn might be in order.

An adjourned meeting is a legal continuation of a former one. The same business is taken up according to the orders of the day, or the order of business.

No subsidiary motion can be applied to this motion if it be privileged. It is decided by a majority of the members present, and does not require a quorum for its decision.

There is an old parliamentary saying, "The motion to adjourn is always in order." This good rule is true with some exceptions; it is not in order to move to adjourn when a speaker has the floor, nor when the Question of Consideration or the Previous Question is pending, nor when a vote is being taken. This motion may, however, be made between the taking of the vote and the announcing of the result. Much time is often consumed in the counting of ballots after a vote, and it is therefore most convenient to adjourn the meeting and announce the result of the vote when business is resumed at the next meeting.

The motion to adjourn may also be made after the Previous Question is ordered and before the main question is put to vote. The delay in voting on the main question may furnish opportunity for its private discussion, and it can be voted upon at the next meeting.

When the assembly adjourns with business undisposed of by vote, the question under consideration comes up at the next meeting as unfinished business. The effect of adjournment is simply to suspend till the next meeting any question before the assembly at the time when it adjourns.

If a member yield the floor to a motion to adjourn, he is entitled to resume it at the next meeting, when the subject again comes before the assembly, and the same is true of a motion to take a recess. He has the right to yield for these motions, because they are motions affecting only the sittings of the body.

The motion to adjourn gives way to no other except that of fixing the time to which to adjourn. If the motion to take a recess is already pending, the motion to adjourn has no priority over it, and would be out of order.

In the House of Representatives this motion yields, by special rule, to a Conference Report.

If the motion to adjourn is qualified in any way, it cannot be introduced as a privileged motion. It thereby loses its privi-

leged character and is treated like any other principal motion. For instance, "I move that we do now adjourn to meet at the home of the President at three o'clock" could not be introduced as a privileged motion, but would be in order only when no business was before the assembly.

No question of order nor any appeal should be entertained after the motion to adjourn has been made, unless the assembly refuses to adjourn.

The motion to adjourn cannot be renewed until some business has intervened; but the business may be only progress in debate.

The form is, "I move that we do now adjourn." No meeting is properly adjourned until the vote on adjournment is taken, and the result announced by the Chair. But when the time for adjournment is fixed by a rule, the Chair may take the vote by general consent, saying, "The time for adjournment having arrived, if there be no further business, the meeting stands adjourned."

### **3—To take the Recess.**

#### **S.**

A recess is a suspension of business for a limited time. The motion for recess is privileged only when the time for the recess has been fixed by a special rule, an order, or a by-law.

As a privileged motion, it can be neither debated nor amended. It cannot be reconsidered, but it may be renewed after further business has been transacted.

The form is, "I move that the assembly now take its recess."

When a recess has been ordered to begin at a certain time, a motion to adjourn before that time carries the assembly to the next regular meeting.

A motion for a recess not fixed by law or a rule can be introduced as a main question, and as such is debatable and amendable.

The motion might also be introduced, on permission, as a question of privilege. The time consumed in the counting of ballots, as at an annual election, may thus be taken for a recess, and the result of the vote announced when business is resumed.

In such case the motion might be made in the following form : "I move that we now take a recess, to meet at the call of the Chair"; or, "I move that this assembly do now take a recess of ten minutes."

## **Questions of Privilege.**

### **I.—(F. S. D. A. R.)**

They are of two sorts, those concerning the assembly and those concerning a member. The former have precedence over the latter, because the whole is more important than a part. The two sorts of questions receive similar treatment when once admitted.

Questions of privilege of the first class are those affecting the safety, or the dignity of the assembly, or the integrity of its proceedings; while those of the second class affect the rights, reputation, or conduct of members individually in their representative capacity. Examples of the first class are a fire in the building, telegrams or messages requiring immediate response, divulging the secrets of the society, tampering with the records, etc. Examples of the second class are an offer to bribe a

member, threats used toward a member by a witness, a quarrel between members, etc.

Either of the questions of privilege may interrupt a speaker who has the floor ; may be raised without getting the floor, and requires no seconder.

Questions of privilege are first addressed to the presiding officer, who decides whether the question raised be one of privilege, that is, whether it has a right to interrupt the business before the house. As soon as the Chair has mentally decided the point, he makes a ruling, either that the question raised is or is not one of privilege. If the Chair rules that the question is not privileged, and there be no appeal from this ruling, then the business before the house proceeds. If he rules that the question is privileged, and this ruling is not appealed from, then it is for the assembly to take action, by motion and vote, upon the question of privilege. Whenever a question is decided to be one of privilege, that question supersedes the main question for the time being, and is first acted upon, and afterward the business interrupted by it is resumed. A question of privilege having been admitted, is treated in every respect



like a main question, and may have subsidiary and incidental motions applied to it. Final action need not, therefore, be taken upon it at the time when it is raised. It may be laid on the table, postponed to another time, referred to a committee, postponed indefinitely or amended. It may be itself interrupted by a motion of higher rank. The vote on it can be reconsidered.

• A member who desires to introduce a question of privilege rises, addresses the Chair, and says, "I rise to a question of privilege concerning the assembly," or, "I rise to a question of privilege concerning a member," or, "I rise to a question of personal privilege." The Chair responds: "State your question," or, "The member will state the question of privilege." After statement, the Chair rules, saying, "The question is one of privilege," or, "The question is not one of privilege," meaning that it may or may not interrupt the business before the assembly. If the decision of the Chair is not accepted, the member who raised the question, or any other member, may rise and say, "I appeal from the decision of the Chair." This appeal is made to the

assembly, and the assembly has always the right of reversing or of confirming the ruling of the Chair, as described under APPEAL.

The Chair may introduce a question of privilege.

Questions of privilege outrank all motions except the three privileged motions and the motion to reconsider.

When a question of physical safety or of humanity is involved, the Chair may assume the consent of the assembly and direct immediate action. But the assumption may afterward be the subject of action by the assembly.

### **Incidental Questions.**

1—Questions of order, I. R.

Reading of papers, F. S. R.

Withdrawal of motion, F. S. R.

Suspension of rules, F. S.  $\frac{1}{2}$ .

Division of question, F. S. A. R.

Method of consideration, F. S. A. R.

Incidental questions arise out of the main question, subsidiary questions, or privileged questions. They are always decided, without debate, before further action is taken upon the question out of which the incidental question arose.

Incidental questions have precedence of other questions in the sense that they are decided before the question giving rise to them.

With the exception of a point of order, which outranks all the others, they are of the same rank among themselves, and when one has arisen it must be voted upon before another can be put.

These questions can be entertained only when immediately applicable to the question then under consideration, and they may, when applicable, interrupt the consideration of either a main, a subsidiary, or a privileged question.

For all incidental questions, except a point of order, the floor must be obtained, and a seconder is required. None is amendable except the motion to divide a question, and a motion as to method of consideration; and no other subsidiary motion can be applied to any of them. All are carried by majority vote, except the motion to suspend the rules. The vote on all except on the motion to suspend the rules, may be reconsidered.

## **Questions of Order.**

### **I. R.**

Order means conformity to parliamentary usages, to the standing rules of the assembly, and to all its previous decisions. The assembly, and each member of it, is entitled to have its business proceed in order. If the Chair allows the assembly to depart from order, any member has the right to call attention to the fact and to secure a return to the correct way. A speaker having the floor may be interrupted for this object.

A point of order must be raised at once or it is deemed to be waived. It has no standing except at the time when the established law is departed from, and before any other business has intervened. If there be much confusion, rising and endeavoring to make the point of order secures the right to call attention to it later.

The question of order is always paramount and dominates every other question, main, subsidiary, privileged or incidental. It cannot however supersede the motion to adjourn, if that motion is already made and if it were in order when made.

The member who calls attention to a departure from the rules, rises in his place, and without getting the floor addresses the Chair, saying, "I rise to a point of order." The Chair responds, "State the point of order," or, "The gentleman will state his point of order." The statement is then made, and the Chair thereupon says, either, "The point of order is well taken," or, "The point of order is not well taken." If the member is content with the decision of the Chair he resumes his seat. If the point of order is sustained, the action of the assembly is made to conform thereto. If it is not sustained the proceedings continue unchanged.

If any member is dissatisfied with the decision of the Chair he may appeal from its ruling, and the appeal then becomes temporarily the question before the assembly and is decided by the majority vote of the assembly as set forth under the rules relating to appeal from the ruling of the Chair. This appeal is debatable.

¶ The Chair may ask the advice of members upon points of order, but the advice must be given while sitting, in order to avoid the appearance of debate.

The Chair, when unable to decide a question of order, may at once submit it to the vote of the assembly.

*A member may be called to order* by the Chair or by another member. It is a breach of order to call for the question, or to move an adjournment, when a speaker has the floor ; to pass between the speaker and the Chair ; to in any way distract attention from the business of the assembly ; or to use disrespectful or offensive language in debate.

When a member is called to order for unparliamentary language used in debate, the member called to order must sit down, and the assembly having heard the words complained of, acts upon the case. The member may first be heard in explanation, and if proper explanation or apology be made, there is usually a motion that the member be allowed to continue his speech. This motion is undebatable, and is carried by a majority vote.

If the member denies having used the words complained of, the assembly must first consider the evidence offered. If the member who called the speaker to order demanded that his words be taken down, and the presiding officer so directed, the

minutes may be used in evidence. The action taken may be in the nature of a punishment, in which case the offending member or members should withdraw while action is taken. The only punishment which the assembly can inflict for disorder, or breach of decorum, is censure or expulsion. The House of Representatives can imprison.

The action of the assembly may be determined by a majority vote, upon a debatable motion, to censure, to reprimand, or to demand an apology or a retraction upon pain of expulsion.

*A call for the order or orders of the day* is a demand for compliance with an order. When an assembly has decided that a question shall be taken up at a particular time, thus making it an order of the day, in case it is not at that time brought forward by the Chair, any member may call for it, and the Chair must put the question to vote, saying, "Will the assembly now proceed to the orders of the day?" If carried, the subject under consideration when the call was made is laid aside, and the questions appointed for the time are taken up in their order, as explained under the motion to postpone to a certain time.

## **Reading of Papers.**

F. S. R.

Whenever an assembly has to take final action upon a paper, any member may demand that the paper shall be once read, in order that the assembly may know what it is voting upon ; but any paper upon which the assembly is not to act can be read only by its consent. Papers offered solely for reference cannot be read except by order of the house.

Whenever a member asks for the reading of any paper, evidently for the purpose of information and not for delay, the Chair may direct the paper to be read if there be no objection, and the clerk may read it. If any member objects to the reading, the question is put to vote without debate or amendment.

When papers are referred to a committee immediately upon presentation, they are usually not read in the assembly, though any member may insist on one reading.

A member may not, without permission, read his own speech in debate.

A request for permission to read a paper in debate has no rank above debate itself,



In requesting the permission of the assembly for the reading of a paper in debate, it is usually well to mention the time required for reading and the person by whom the paper is to be read.

### **Withdrawal of a Motion.**

F. S. R.

After a motion is stated by the Chair, it belongs wholly to the assembly, and the mover has no more power over it than has any other member, except that he alone may ask the consent of the assembly to withdraw it.

Up to the time of statement by the Chair the mover may withdraw or modify the motion. If it be changed after being seconded and before being stated, the seconder can withdraw the seconding.

After statement by the Chair, the motion can be withdrawn by no one but the mover, and in no way but by the consent of the assembly. In the withdrawal the seconder need not be referred to.

When a motion is withdrawn, the effect is to remove it from consideration. It has not been acted upon, and it can therefore

be renewed at any later time. It need not be entered in the minutes, because it does not influence future action in the assembly.

The mover, desiring to withdraw his motion, says, "I ask the consent of the assembly to withdraw the motion." This is seconded, and the Chair says, "The consent of the assembly is asked for the withdrawal of the motion. Those consenting will say *aye*. Those opposed will say *no*." The Chair announces the result of the vote, saying, "The ayes have it, and consent is given," or, "The noes have it, and consent is withheld." If consent is given, the mover then says, "I withdraw the motion."

An affirmative vote can be reconsidered, but not after the member has withdrawn the motion. A negative vote can be reconsidered.

## **Suspension of Rules.**

### **F. S. 1.**

Parliamentary law governs, except when its provisions are changed by the special rules of the assembly. These special rules may provide for their own suspension, and may demand therefor a majority, a two-

a permanent society for the study of Parliamentary Law and that it meet on Tuesdays at the homes of members," are all indivisible propositions.

The following resolution is divisible into three parts.

*"Resolved* that this Society establish a permanent section for practice in Parliamentary Procedure, which section shall have exclusive use of its rooms every Thursday evening. It is also

*"Resolved* that any member of this society shall be permitted to introduce to its sections on the terms prescribed for each section, persons who are not members of this society. And be it further

*"Resolved* that all persons attending the meetings of sections shall be admitted thereto only on presentation of the ticket required by each section."

The parts into which a motion is divided must not be interdependent.

A division cannot be demanded as of right by any member but must depend on the vote of the assembly. If division is refused, the question may be amended with the same effect by striking out as by a negative vote on a part of the divided proposition.

When a proposition is divided, its parts are taken up separately in their order, and each is treated as a main question.

The motion to divide the question is not debatable. It can be amended only in regard to the place of division.

This motion is in order after the Previous Question has been ordered.

### **Motions as to the Method of Consideration.**

F. S. A. R.

These motions relate to limitation or extension of debate and the order of action in the assembly. Such a motion, when adopted, constitutes a special rule applicable only to the question under consideration. It is made only when no rules on the subject have been established. When rules have been established, of course no conflicting motion can be adopted, without unanimous consent.

This motion can be amended only as to method. A motion for a special order of business, for informal consideration, to consider a report seriatim, to limit debate, to allow the speaker to continue, to go into

Committee of the Whole, are examples of motions as to method of consideration.

*Informal Consideration.*—If a motion to consider a question informally be carried, each member may speak in debate as often as he can obtain the floor; but if there be a rule limiting the time of each speaker, that rule still prevails over each speech made. While consideration is informal, no motion is in order except the motion to amend; and the introduction of any other motion puts an end to the informal consideration. The method of procedure is the same as in Committee of the Whole, but the presiding officer of the assembly retains the chair and, when informal consideration ceases, announces to the assembly that the assembly acting informally has made certain amendments which he reports. The amendments go before the assembly as if reported from a committee, and may be rejected or altered by the assembly. The clerk keeps only a temporary record of the informal proceedings, but the report of the Chair to the assembly is entered on the minutes.

## **Appeal from the Ruling of the Chair.**

S. D-? R.

While it is the duty of the Chair to first decide questions of order, questions of privilege, interpretations of the rules, and priority of business, any member who is dissatisfied with the ruling of the Chair may rise, turn to the assembly, and say, "I appeal from the ruling of the Chair," and then resume his seat. If the appeal be seconded, the Chair, without leaving his place, says, "The ruling of the Chair is appealed from. The question now before the assembly is: *Shall the decision of the Chair stand as the judgment of the assembly?*"

This causes the main question to fall into abeyance until the appeal has been acted upon, and opens to debate the question appealed to the assembly, unless the appeal relates solely to indecorum, to violation of the rules of speaking, or to priority of business, in which cases it is not debatable. Neither can it be debated if the Previous Question was pending at the time the appeal was made.

If it be debatable, the Chair has the first right to the floor, and may, by argument or by reference to authorities, justify the ruling made. The member making the appeal then has a right to the floor, and may cite authorities or render reasons. Others may debate, and if the debate be prolonged it may be closed by ordering the Previous Question. The Chair then puts the question to vote in this form: "Shall the decision of the Chair stand as the judgment of the assembly? Those sustaining the judgment of the Chair will say *aye*. Those opposing will say *no*." The result of the vote is announced in one of the following forms: "The ayes have it, and the judgment of the Chair is sustained;" or, "The noes have it, and the appeal is sustained." Whatever be the judgment of the assembly, the subsequent proceedings are made to conform thereto.

If the vote be a tie the Chair is sustained, because the decision of the Chair stands unless overruled. The presiding officer, when a member of the assembly, has a right to vote, but it is in better taste for neither the member making the appeal nor the presiding officer to vote.

When an appeal is pending no other appeal can be entertained. Were the rule otherwise appeal upon appeal might be made, resulting in inextricable confusion. All questions arising under an appeal must be peremptorily decided by the Chair, whose conduct may afterward be the subject of action by the assembly.

If the Chair refuses to put an appeal to vote, the person appealing may put it himself. Or the body may declare the Chair vacant and may elect another presiding officer.

An appeal, to be in order, must be made immediately. When an appeal becomes debatable, only one speech from each member is permitted.

An appeal may be laid on the table without affecting the main question. The effect is that of sustaining, at least temporarily, the decision of the Chair.

The Previous Question when applied to an appeal does not close debate upon what was before the assembly before the appeal was made.

An appeal yields to any Privileged Question.

No appeal can be made from the decision of the Chair as to who is entitled to the floor.



On an appeal the incidental question as to method of consideration may be raised.

The rule that an appeal shall be seconded protects the Chair from the assaults of a single adversary, and also prevents the wasting of the time of the assembly by one obstreperous member.

### **Reconsideration.**

#### **I. S. D-?**

The motion to reconsider a vote indicates that since the vote was taken something has happened which has caused at least two of those who voted upon the prevailing side to change their views upon the question. After this motion is introduced no action can be taken in consequence of the vote which it is moved to reconsider, until the question of reconsideration is disposed of, either by action upon it, or by the ending of the session. The power to change a decision which unexpected conditions have rendered unwise is of such value that the motion to reconsider is an established one in Parliamentary Procedure, though it may be so used as to thwart the immediate effect of a motion that is sustained by the majority.

In the British Parliament no question is reconsidered. If an error has been committed it is rectified by another act. But in the United States the vote on any motion may be reconsidered, and be either reaffirmed or revised, excepting the motions to adjourn, to take the recess, to suspend the rules, to reconsider, and the motion to lay on the table, or to take from the table when decided affirmatively. Decisions made by ballot, and the results of elections cannot be reconsidered, though they can be cast aside if reached irregularly.

A question once adopted, rejected, or suppressed, cannot again be considered during the session, except by a majority vote to reconsider that question. The immediate effect of introducing the motion is to suspend all action that the original motion would have required.

A motion to reconsider, if carried, brings back before the assembly the question that has been decided and places it just as it stood before the vote was taken upon it. It does nothing more than to annul the vote to which it is applied, and in all other respects the question stands before the

assembly precisely as it did the moment before it was put to vote. If any thing previously changed by an amendment is to be altered, the vote on that amendment must also be reconsidered, and in each case of reconsideration the Chair must again put the question to vote. In general it may be said that if an assembly desires to reconsider an act, it must retract in regular reverse order all votes affecting the point to be reconsidered.

*A motion to reconsider is not in order after action has been taken by the assembly, or by its members, in consequence of the decision which it is proposed to reconsider.* For instance, a motion to commit cannot be reconsidered after the committee has taken the papers committed; the papers could be recalled only by discharging the committee. A motion to lay on the table, decided negatively, cannot be reconsidered if the business has proceeded further, for that would be equivalent to a renewal of the motion and should take that form. After an appeal from the Chair has been decided, and that decision has been acted upon, a motion to reconsider the vote of the assembly on the appeal would not be

in order. If anything which the assembly cannot reverse has been done as a result of a vote, then that vote cannot be reconsidered.

*A motion to reconsider can be made only on the day when the vote was taken.* The House of Representatives and some other legislative bodies permit it to be made also on the succeeding day. It may be acted upon on another day than the one in which it is made.

It can be withdrawn only by consent of the assembly, and upon the day in which it was made, and if withdrawn on that day another member can renew it.

It can be made when a member has the floor, when other business is before the house, or when the vote is being taken on the motion to adjourn; but action upon it must be deferred until the business then before the house is disposed of. If there be business before the house, the motion to reconsider is made, seconded, stated by the Chair, and entered upon the minutes, and the business previously before the assembly proceeds. As soon as this business is disposed of, the motion to reconsider may be taken up, and at that time it has pre-

cedence over the orders of the day, and over all other motions except to fix the time to which to adjourn.

It may be laid on the table, or may be postponed to a certain time, leaving the original motion thereby unaffected.

If it is not called up, its effect terminates with the session. As long as its effect lasts any member may call up the motion to reconsider. When taken up it yields to privileged questions and incidental motions, but not to orders of the day.

The motion to reconsider can be made only by a member who voted on the prevailing side, as it would be mere waste of time for one of the minority to make it. If the vote was taken by yeas and nays, the record shows who voted on the prevailing side; and if the vote was taken in any other manner, the Chair may inquire whether the mover voted on the prevailing side, and there are always witnesses whose testimony may be taken in cases of doubt.

When the motion to reconsider is applied to a subsidiary or an incidental question, it takes precedence of the main question.

No question can be twice reconsidered, unless an amendment has been made on reconsideration.

When a vote taken under the operation of the Previous Question is reconsidered, the question is then divested of the Previous Question and is open to further debate and amendment.

The motion to reconsider cannot be amended. It is debatable or undebatable, just as is the question which it is proposed to reconsider. When that question is debatable, the motion to reconsider opens up the entire subject to discussion; when that question is undebatable, its reconsideration must be put to vote without debate. If it be debatable, a person who has previously exhausted his right of debate on the question can debate the motion to reconsider, but cannot debate further on the question itself if the motion to reconsider be carried. Under our system of reconsideration a main question may be thrice debated, once before its passage, once on the motion to reconsider, and again after the latter motion is carried; and every member of the assembly would have two opportunities to formally debate it.

The Previous Question can be applied to the motion to reconsider, and affect nothing beside it. The vote on the Previous Question can itself be reconsidered, but not after it has been partially executed.

The motion to reconsider requires a majority vote for its adoption, regardless of the vote necessary to adopt the motion reconsidered.

### **To Rescind.**

F. S. D. A. R.

After the lapse of the day on which the motion to reconsider can be introduced, the only way to annul the action is to rescind it. The motion to rescind can be made regardless of the time that has elapsed, and stands in every respect on the footing of a main question. If carried, the action to which it applies is null and void. The motion to rescind action on a proposition should include provision for meeting pecuniary or moral obligations that may have been incurred by the vote.

To reconsider is to annul the single vote reconsidered ; to rescind is to do away with the whole law, motion or proposition, making room for a new question.

## **Yielding the Floor.**

If a member yields the floor to a motion to adjourn or for a recess, and the motion is negatively decided, he is entitled to resume and proceed with his speech. If the motion is carried, he is entitled to resume at the next meeting when the subject is again before the assembly.

A member having the floor may yield it for a question addressed to himself without losing his right to continue, for he regains the floor in the very act of replying. A member interrupted by the Question of Consideration may go on with his speech if the assembly decides to consider the question. In general a member interrupted in a parliamentary manner, as by a question of privilege, does not lose the right to the floor, but may resume it when the interrupting question is disposed of.

In all other cases yielding the floor means abandoning it to the assembly.

## **Parliamentary Inquiries.**

When any member is in doubt concerning the effect of a vote, or in regard to the proper method of procedure, he may rise,



The whole series of regular and adjourned meetings during a session stand as one continuous conclave, in which the minutes are occasionally read for the refreshment of the memory of the members, and for approval before final record.

### **Quorum.**

The quorum of an assembly is the number which must be present in order to render the assembly competent to transact business.

In assemblies which act upon their own responsibility, and which are neither representative nor judicial, no fixed number is required. In some assemblies, as in a town meeting, whoever comes is authorized to act, and the action taken binds others. Stockholders meetings are also of this class.

In some bodies, as in a Board of Referees, the whole number constitutes a quorum.

Where the body is a representative one, performing the functions of government for a constituency, or a financial one managing the business of the corporation which

selected it, the quorum is a majority of the members and can be neither increased nor diminished by the vote of the body. City Councils and Boards of Directors are of this class.

In voluntary bodies the quorum may be fixed by the vote of the body itself.

There is no definite rule, applicable to all cases, for the determination of the number that should form a quorum.

In the House of Lords, consisting of about 550 members, three are a quorum.

In the House of Commons, with about 670 members, forty are a quorum.

In the French Chamber of Deputies and in the U. S. Congress, a majority of the elected members are a quorum.

In the House of Representatives, fifteen members may determine to compel the attendance of absent members.

In committees, including a Committee of the Whole, a majority is a quorum.

If a quorum be not present, and the fact is ascertained by count of the Chair, or in any other way previously determined by the assembly, then the assembly must adjourn, unless it remains in session to compel attendance.

Even if there be no quorum, the assembly may legally fix the time to which to adjourn, and may adjourn; but these are the only questions which can be considered.

All voluntary assemblies should determine their quorum, and it is usually expedient to reduce the required number below the majority. This should be done after fixing the time and place of meetings.

The quorum required is a present, not a voting, quorum. A quorum being present, those who sit silent are regarded as voting on the prevailing side. The Chair should, however, generally insist upon every member's voting.

In case that less than a quorum votes, the Secretary or Clerk should record the fact of a quorum being present, and this should be done on an actual count.

In practical application a quorum is presumed to be present, if no member raises a question on the subject.

It is not decided whether a quorum is necessary during debate. It is necessary in England, but not in France, and is insisted on in the U. S. Senate, but not in the House of Representatives.

## **Duties of Officers and Members.**

*The presiding officer* should be courteous, impartial, and firm; should cultivate a good presence; should have a resonant voice and a perfect temper; should understand parliamentary law; and should know when to press a rule, and when to let common consent hold sway.

The following statement of the duties of officers and members is found in Reed's Rules:—

It is the duty of the presiding officer to call the assembly to order at the appointed time; to ascertain the presence of a quorum; to call for the reading of the minutes and to have them passed upon by the assembly; to lay before the assembly its business in the order indicated by its rules; to receive propositions made by members of the assembly, to state them, submit them to vote and announce the result; to decide all questions of order, subject to appeal to the assembly; to answer all parliamentary inquiries, and give information as to the parliamentary effect of proposed action; to present to the assem-

bly all proper communications to it, and all messages from coördinate branches; to sign and authenticate all acts, resolves, and votes of the assembly; to name a member to take the chair until the adjournment of the meeting; to keep the assembly in order; and to represent the assembly subject to its expressed will.

The presiding officer can neither make nor second motions, and in case of absence cannot appoint a substitute.

The presiding officer should rise when stating a question, when putting a question to vote, and whenever addressing the assembly as a whole, but may sit at other times as when recognizing a member for the purpose of giving him the floor, and when hearing debate.

The presiding officer should always be himself in order, and should act with the decorum that he ought to demand from other members. He should specifically call to order any member who persists in disorder. If the authority of the Chair is insufficient, the assembly should assist the Chair in the maintenance of order, and in case the assembly fails in its duty, the presiding officer may leave the chair and

refuse to return thereto until order is restored.

A presiding officer elected by an assembly may be removed by the assembly at its will. The assembly can at all times control the occupancy of the chair. By a two-thirds vote the chair may be declared vacant, and a new election may be had.

*Vice-President.* Whenever the President is absent or disabled, the Vice-President assumes all the duties of the office. If no presiding officer be present, the recording officer calls the meeting to order, and then calls for the nomination of a temporary chairman. If no officer be present, any member may call the meeting to order and temporary officers may be chosen.

*Recording Secretary, Clerk or Recorder.* The recording officer should be a good reader, a ready penman, quick in observation, and apt at making accurate digests of proceedings. He should at the meetings sit near the presiding officer, so as to assist more easily in the order of business. It is the duty of the recording officer to keep the journal or minutes; to read them on the call of the Chair, and to read all papers demanded by the assembly or its rules; to

keep an accurate list of members; to call the roll whenever the presence of members is determined by that method, or when the yeas and nays are ordered; to preserve on file all documents and papers belonging to the assembly, or made a part of its proceedings; to authenticate, either alone or conjointly with the presiding officer, all acts, resolves, and proceedings of the assembly, except where by law or rule other authentication is required; to furnish to the chairman of each committee a correct list of its members; to notify committees of all business referred to them, and to send them all papers relating to such business.

The recording officer, if a member, has the right to introduce motions, to second motions, to debate, to vote, and to participate in the proceedings in all ways not inconsistent with the performance of his duties. The holding of office does not annul the rights of membership.

*Corresponding Secretary.* It is the duty of the Corresponding Secretary to conduct the correspondence of the Society, and to keep on file all important letters received and copies of those written.

*Treasurer.* It is the duty of the Treasurer to securely keep the moneys of the Society; to collect the dues from members; to keep an accurate account of all sums received and paid; to make reports and show vouchers at such times as may be prescribed by the rules, and to follow all instruction given by the assembly concerning its funds. The Treasurer should pay out money only on the order of the Society, signed by the President and Recording Secretary.

A Treasurer's report should be accepted only when it has been audited by the appointed persons, and this should be at least annually.

*Other Officers.* A presiding and a recording officer are all that are strictly requisite for parliamentary organization, but other officers may be added to any number demanded by the needs of the assembly. The rules of each deliberative body prescribe the duties of its officers, as well as their number and the manner in which they shall be appointed.

*Duties of Members.* It is the duty of every member to enter and leave the chamber quietly; to refrain from everything in-



dicative of disrespect; to address no one but the presiding officer during the meeting; to obey the rules of the assembly; and to diligently attend to the business immediately before the assembly. If the presiding officer rises to speak, when the floor has not been assigned to anyone, it is the duty of any member who may previously have risen to be seated.

*Rights of Members.* Every member is in a parliamentary sense the equal of every other member. Each has the right to present propositions and to debate them; to vote on every question determined by the assembly; to demand that the proceedings be in order and to insist on decorum in debate.

### **Nomination of Officers.**

To nominate is to name for office. A candidate receiving a majority of votes is elected whether previously nominated or not. The purpose of nomination is to concentrate votes, so that a majority can be secured for one candidate without too great expenditure of time in balloting. A person who had not been nominated might be

elected, but election without repeated balloting would be improbable.

The rules of a Society should provide for the nomination of officers as well as for their election. There are several methods of nomination, each appropriate in its place.

1. *By nomination from the floor.* As in the nomination of members for a committee, no one member should nominate more than one candidate for each office. The member rises in his place, addresses the Chair, and says, "I nominate Mr. ———," and sits down. When the nomination is seconded, the Chair says "Mr. ——— is nominated," and the Secretary records the nomination. There is no limit to the number of those who may be nominated, except by order of the assembly. The nominations may close by common consent, or any member may move "That the nominations be now closed," and if the motion be carried, no further nominations can be made. When the nominations have been closed, the Chair having so declared, the Chair reads, in the order of their nomination, the names of all who have been nominated, and then puts the names to vote. When nomination is from the floor, the

vote on the names proposed may be by acclamation or by ballot. If the vote is by acclamation the Chair puts them to vote in their order, one by one; and whenever a majority vote for any nominee, that nominee is declared elected, and no more names are voted upon.

2. *By Nominating Committee.* Officers may be nominated by a committee appointed by the Chair. This method gives the Chair great power over the ensuing election, because the committee may be made up of those known to favor the nomination of certain persons approved by the Chair. Even when the committee is required to report two sets of candidates, it can offer incompetent rivals to the favored candidates, and thus secure the election of the latter. This method of nomination is commendable only when the majority of the members are unacquainted with each other and with the affairs of the Society, or when they are indifferent to the interests of the Society.

When the nominating committee is itself nominated from the floor, and the names proposed for the committee are voted upon in the order of nomination, there is large opportunity for different factions to be rep-

resented upon the committee. But the committee thus created has also great power in controlling the election, and does in fact virtually choose the officers.

3. *By Informal Ballot.* In this method of nomination the ballot is taken in the usual way, each member writing upon the ballot the name of the person preferred for the office named. When all the ballots are received, they are counted by the tellers under the usual rules, and the two persons receiving the highest and the next to the highest number of votes are the nominees. If there be a tie vote for the two next the highest, then there are three nominees.

The nominees are announced by the Chair, and the formal ballot is taken for election, only the nominees being voted for. Balloting must continue until one of the nominees receives a majority of the votes cast.

The advantage of this method is that it gives to every member the opportunity to nominate, and is therefore absolutely fair. It is also an economy of material ; for after one officer has been chosen, the whole remaining membership is offered for choice of the next officer, and so on to the end.

In a small society this method is sufficiently short to be practicable. In large societies the principle may be preserved, and time also saved, by issuing blank ballots for nomination, having printed upon the informal ballot, under an invitation to nominate, the titles of all offices to be filled in the ensuing election. Every member should receive a distinctive envelope and one informal ballot, printed on distinctive paper, and duly signed by the Recording Secretary. After writing under their respective titles the names of preferred candidates, the member returns the ballot to the Secretary, who passes all the ballots, unopened, to the Tellers, to be counted at a time and place and under the eyes of Inspectors appointed by the assembly. Ballots containing more than one name to each office are cast out.

The *informal* ballot is the ballot for *nomination*; the *formal* ballot is the ballot for *election*. In announcing the result of the *informal* ballot, the Chair mentions no names besides those of the nominees; in announcing the result of the *formal* ballot, the Chair mentions no other name than that of the successful candidate. In announcing the result of the *informal* ballot,

the Chair does not mention the number of votes cast; in announcing the result of the *formal* ballot, the Chair always mentions the number of votes cast.

### **Election of Officers.**

The nominees are sometimes announced by the Chair at the meeting for the election of officers and the formal ballot is then taken, only those present being permitted to cast votes.

When, in the informal ballot for nomination, a majority of votes are cast for one nominee, time may be saved by a motion "that the informal ballot be made formal." This motion should be voted upon by acclamation, and if carried, the nominee is declared elected; but if the motion be lost, the formal ballot must be taken in the usual way.

Or the Secretary, or a Teller may be instructed to cast the formal ballot, as described under the general directions for balloting.

*Formal Ballot by Mail.* When members of a society are numerous and scattered, the ballot for election may also well be

taken through the mails. A blanket ballot containing the names of the nominees, printed under the names of the offices to which they are respectively nominated, may be sent with a distinctive envelope to each member. A cross, made before the name of the preferred nominee in each office, indicates the vote of the member. These formal ballots are returned by mail to the Recording Secretary, and are transferred unopened to the Tellers, who open and count them in the presence of the Inspectors. A majority for one nominee constitutes an election, unless the Constitution requires a larger or smaller number of votes therefor.

*When Nominees Vote.* It is customary for all nominees to refrain from voting upon the question of their own election unless there be a blanket ballot, that is, a ballot containing the names of the nominees for several offices. If a rival candidate votes, it is permissible and often commendable for the other nominee to vote.

*Voting by Proxy.* No member may vote by proxy unless the rules of the Society so declare. If such voting is permitted, the authorization of the proxy should be

signed, and the signature be attested by a Notary Public.

*Electioneering.* It is proper to electioneer both publicly and privately. Previous to an informal ballot, members may openly recommend a certain candidate, and previous to the formal ballot speeches may be made in favor of any nominee, but no member is obliged to vote for the candidate thus recommended. The purpose of electioneering is to concentrate votes on the candidate recommended; and an electioneering speech may be made without discourtesy to any rival candidate.

*Declining Office.* The time to decline office is before election. Any member who cannot serve in office should say so on the earliest intimation of nomination. No person should be elected to office without having previously consented to serve in case of election.

*Installation in Office.* The election of officers is usually fixed for the annual meeting, or the meeting next before it. The officers take their place, one by one as soon as elected, or all at the beginning of the next succeeding meeting, or at such time after election as the Constitution declares.



When permanent officers succeed temporary ones, each officer as soon as elected, succeeds the temporary officer.

Temporary officers are either appointed or elected.

### **Minutes or Journal.**

The minutes are a record of the proceedings, kept by the Recording Officer. The rule is to record *whatever influences future action*. The disposal of every principal motion must be recorded ; those that are lost, because they are debarred from being introduced again during the session, and those that are affirmatively voted upon, because they demand subsequent attention.

The minutes should begin with the name of the Society, and the place and date of its meeting ; should state whether the meeting is regular, adjourned or special ; who presided over it, and whether the minutes from the previous meeting were read and approved.

It is usual to record the names of the mover and the seconder of the main questions. A digest of the arguments presented in debate may be inserted if the recorder is

apt in such work, and such digests often make the minutes of greater value, but they cannot be demanded, and it is usually better to confine the journal strictly to what has been done. What has been proposed or discussed but not regularly presented and acted upon has no place in the minutes.

The Recording Officer often writes the journal three times. The first time all motions made in the meeting are noted in their order, with the disposal of each, and these notes are used if need be to assist the memory of the presiding officer during the progress of business, or in case of reconsideration.

After adjournment for the day, when the reconsideration of any vote would no longer be in order, the notes may be written out in full, omitting incidental motions, and all such subsidiary motions as have no influence on future action. These minutes are read at the next meeting on call of the Chair, and are subject to correction and amendment by the assembly. After approval by the assembly, the minutes may be exactly copied for permanent preservation and reference, and must be open, at reasonable times, to the inspection of any member.

porary chairman as soon as elected, takes the chair.

The election of a temporary secretary is next in order, and as soon as one is likewise nominated and elected, the temporary organization of the Society is effected. A presiding and a recording officer are usually the only ones necessary to the temporary organization, but others may be chosen. All the temporary officers hold office until the permanent officers shall have been elected.

A discussion of the object and rules of the association follows, and then a motion is made to proceed to permanent organization. Those who intend to participate in the undertaking, are asked to rise, and these become the original members or founders of the Society.

### **The Making of a Constitution, By-Laws, and Special Rules.**

For this work it is customary to appoint a committee, with instructions to report at a future meeting. These fundamental rules vary so greatly with the structure and pur-

poses of Societies, that no model can be given; but certain provisions are alike necessary for all. A Constitution should contain only what is fundamental, and what will require no speedy alteration, and should contain at least six Articles.

### ARTICLE I.—NAME.

Under this heading the name of the organization should be declared. Its name should be distinctive, that it may preserve its individuality in case legal questions arise concerning property belonging to, or bequeathed to it. The name should be short, because it is to be often written or spoken.

### ARTICLE II.—OBJECT.

Under this heading the reason which the Society has for its being should be briefly set forth. It is better to say too little rather than too much, and to avoid details, thus leaving freedom for adjustment to changing circumstances. If there be a motto it should be here inserted.

### ARTICLE III.—MEMBERSHIP.

This article should clearly indicate the method by which members enter the So-

ciety, and everything relating to their admission should be methodically set forth.

#### ARTICLE IV.—OFFICERS.

This article should state what officers the Society shall have, when and how they shall be nominated and elected, what their term of office shall be, and how vacancies shall be filled. If there is to be a Board of Managers, Directors or Trustees, the manner of creating the Board should be described, and its powers should be defined, either in this or a separate article.

#### ARTICLE V.—MEETINGS.

The times of the regular and annual meetings should be stated, and the rule under which special meetings may be called should be laid down. The number forming a quorum should also be declared.

#### ARTICLE VI.—AMENDMENT.

Every Constitution should provide for its own amendment, and this article should be the last in the Constitution. If there be other articles, they may be interposed between the last two.

Any article may contain several SECTIONS, and these should be consecutively numbered within each article, using Arabic numerals. Clearness and the utmost brevity consistent therewith should characterize the fundamental laws of the Society.

### **By-Laws.**

A Society simply constructed, and with no complexity in its business, may require nothing more than a Constitution for a sufficient setting forth of its rules ; but if there be need of detailed statements for the guidance of the members, these should be arranged as By-Laws, giving specifically under consecutive Articles the duties of Officers, duties of Members, the list of Standing Committees and their respective duties, and all details relating to the meetings or management of the Society. The By-Laws should always mention the Parliamentary authority which shall guide the Society in its procedure.

The last article in the By-Laws should state how the By-Laws may be amended.

## **Special Rules.**

The proceedings of no one deliberative body can in every respect be taken as a Parliamentary model for any other. Each body has, for matters of detail, special rules adapting the general rules of procedure to its special circumstances. All regulations which the Society may wish to suddenly alter, and all such rules as may need to be suspended for a single occasion, should be arranged under the head of Special Rules. These can at any time be suspended, resuming sway as soon as the single occasion for the suspension shall have passed. They may determine the time allowed to each speaker in debate, the terms upon which visitors shall be admitted, the hour for calling to order and for adjournment, the place of meeting, the order of business, etc. Whether any regulation should be placed among the By-Laws or among the Special Rules must be determined by the probability of need for its sudden suspension.

The Special Rules should provide for their own suspension.

## Order of Business.

Every deliberative body should have a regular order of business to be followed at its meetings. This may be prepared by a member, or by a committee, and adopted by a majority vote of the assembly. The order may be more or less complex, depending on the amount and variety of business to be transacted. One of the following orders would be practicable for most organizations :

### No. 1.

1. Calling to order.
2. Reading and approval of minutes.
3. Unfinished business.
4. New business.
5. Adjournment.

### No. 2.

1. Calling to order.
2. Approval of the journal.
3. Orders of the day.
4. Report of committees.
5. Unfinished business.
6. New business.
7. Adjournment.

### No. 3.

1. Calling to order.
2. Calling the roll.
3. Approval of the minutes.
4. Reports of officers.
5. Reports of special committees.
6. Reports of standing committees.
7. Unfinished business.
8. Other business.
9. Adjournment.



## Exercises.

*The Association for Village Improvement is holding a meeting.*

*Chair.* New business is now in order.

*Mr. A. rises.* Mr. President.

*Chair.* Mr. A.

*Mr. A.* I offer the following resolution.

*Whereas*, dogs are subject to rabies, and are thereby a source of danger in the community, and

*Whereas*, their barking destroys sleep, and is afflictive both to the sick and the well, and

*Whereas*, lawsuits on their account have lately endangered friendly relations in this neighborhood, be it

*Resolved*, that this Association print and distribute in this township carefully prepared literature dissuading householders from the keeping of dogs. *Sits.*

*Mrs. B. rises.* Mr. President, I second the resolution. *Sits.*

*Chair rises, and reads the resolution, then says*, the resolution is open to debate. *Sits.*

*Mr. C. rises.* Mr. President.

*Chair.* Mr. C.

*Mr. C. speaks.* During the last year, the flocks of sheep, which are decorative to the hills around this village and a source of revenue to their owners, have been worried——

*Mr. D. rises.* Mr. President, I raise the question of consideration. *Sits.* *Mr. C. sits.*

*Chair rises.* The question of consideration is raised. Those in favor of considering the question will rise and stand to be counted. *Counts.* Be seated. Those opposed to consideration of the question will rise. *Counts.* Be seated. The ayes have it and the resolution will be considered. *Sits.*

*Mr. C. rises, and without again getting the floor, which is his by right, proceeds with his speech. Others follow in debate, pro and con.*

*Miss E. gets the floor.* I move that a committee of three be appointed by the Chair, to ascertain, and to report at our next meeting, what is the highest pecuniary value of any dog now kept in this village. *Sits.*

*Chair.* That motion is not now in order, as there is already a principal motion before the assembly.

*Mr. D. gets the floor.* I move the indefinite postponement of this question. *Sits.*

*Mrs. D. rises.* Mr. President, I second the motion. *Sits.*

*Mr. C. gets the floor.* I move to lay the question on the table. *Sits.*

*Miss C. rises.* I second the motion. *Sits.*

*Chair rises.* It is moved to lay the resolution on the table. Those in favor of so doing will say *aye*.—Those opposed will say *no*.—The Chair is in doubt. Those in favor of laying the resolution on the table will rise and stand to be counted.—Be seated. Those opposed will rise.—Be seated. There is a tie and the motion to lay on the table is lost.

The motion for indefinite postponement has been made, and that motion is now open to debate. *Sits.*

*Dr. F. gets the floor.* I ask the consent of the assembly to read a passage from a late medical journal, concerning the number of

deaths from hydrophobia, in this State, during the last decade. *Sits.*

*Mr. A. rises.* I second the request. *Sits.*

*Chair rises.* Dr. F. asks the consent of the assembly to his reading from a medical journal a passage bearing upon the question before us. Those consenting will say *aye*.—Those opposed will say *no*.—The ayes have it, and consent is given. *Sits.*

*Dr. F. rises, and reads the passage. After reading he continues in debate, and closes by saying,* There is much more to be said on this topic, but I see that my time has lapsed. *Sits.*

*Mrs. G. gets the floor.* I move that the rule limiting speakers in debate to ten minutes be suspended, in order to allow Dr. F. as much time as he wishes to take for his argument. *Sits.*

*Mrs. A. rises.* Mr. President, I second the motion. *Sits.*

*Chair rises.* It is moved to suspend the rule limiting debaters to ten minutes, in order that Dr. F. may continue his speech. Those in favor of this will rise.—Be seated. Those opposed will rise.—Be seated. There

are nineteen ayes and ten noes. The Chair votes with the ayes, making the requisite two-thirds, and the rule is suspended. Dr. F. has the floor.

*Dr. F. concludes his speech; then sits.*

*Mr. H. gets the floor.* Many dogs are kept by residents who are not householders, and these dogs are as subject to rabies as are those of householders. I agree with the last speaker in considering one citizen to be of greater value than all the dogs in the town; but I see no reason why we should apply dissuasion from the keeping of dogs, to householders only. I move to amend the resolution by striking out the word——.

*Chair.* The motion to amend is not in order; the question now before the assembly is that of indefinite postponement.

*Mr. H.* I move the Previous Question to the motion for indefinite postponement.  
*Sits.*

*Miss E. rises.* Mr. President, I second the motion. *Sits.*

*Chair rises.* The Previous Question is moved to the motion to postpone indefin-

itely. Those in favor of now closing debate on the motion for the indefinite postponement of the resolution, will say *aye*.—Those opposed will say *no*.—The ayes have it and debate is closed.

The vote will now be taken upon the indefinite postponement of the resolution. Those in favor of its indefinite postponement will say *aye*.—Those opposed will say *no*.—The noes have it; the resolution is still before the assembly, and subject to further debate. *Sits*.

*Mr. H. gets the floor.* I move to amend the resolution by striking out the word "householders" and inserting the words "all residents." *Sits*.

*Chair.* Is the amendment seconded?

*Mrs. H. rises.* I second the amendment. *Sits*.

*Chair rises.* It is moved to amend the resolution by striking out the word "householders" and inserting the words "all residents," making the resolution to read "literature dissuading all residents from the keeping of dogs." Is there any debate on the offered amendment? *Sits*.

*Mrs. I. gets the floor.* I move to amend the amendment by striking out the words "all residents" and inserting the word "people." *Sits.*

*Chair.* The offered amendment to the amendment is not in order, because it destroys the offered amendment. If the amendment is not carried, the offered amendment to the amendment can then be presented in the form of an amendment to the principal motion.

*Mr. M. gets the floor.* It would perhaps better express the views of a majority in the Association to say "householders and all residents." There are householders who are not residents, and residents who are not householders. If the mover of the amendment will withdraw it, I will offer an amendment in this form. *Sits.*

*Mr. H. gets the floor.* Mr. President, I ask to withdraw my amendment. *Sits.*

*Mrs. H. rises.* I second the request. *Sits.*

*Chair.* Is there any objection to the withdrawal of the amendment proposed by Mr. H. to strike out the word "householders" and insert the words "all resi-

dents?" No objection being made, Mr. H. may withdraw the offered amendment.

*Mr. H. says :* I withdraw the amendment.

*Mrs. H. rises.* Mr. President, I rise to a Parliamentary inquiry.

*Chair.* The lady will make her inquiry.

*Mrs. H.* Would it now be in order to refer this resolution to a committee to be revised and reported upon at our next meeting?

*Chair.* That would be in order.

*Mrs. H.* Then I move that the resolution be referred to a committee consisting of Mr. A., Mrs. B. and Mr. M. to be revised and reported upon at our next meeting.

*Sits.*

*Mrs. I. rises.* I second the motion. *Sits.*

*Chair rises.* It is moved to refer the resolution to a committee consisting of Mr. A., Mrs. B. and Mr. M. to be revised and reported upon at our next meeting. Are there any remarks on this motion? *Sits.*

*Mrs. N. gets the floor.* To our next meeting several important questions have been postponed, and it is improbable that there will then be time for the report of any



committee now appointed. Desiring the resolution before us to have ample and unhurried consideration, I move to amend the motion by striking out the words "to be revised and reported upon at our next meeting," and to insert the words, "for its revision."

*Mrs. I. rises.* Mr. President, I second the motion. *Sits.*

*Chair rises.* It is moved to amend the motion to refer to a committee by striking out the words "to be revised and reported upon at our next meeting," and to insert the words "for its revision," making the motion to be, "to refer the resolution to a committee consisting of Mr. A., Mrs. B. and Mr. M. for its revision." Are there any remarks on the proposed amendment? *Sits.*

*Mr. A. rises.* Mr. President, I rise for information.

*Chair.* The member will state his inquiry.

*Mr. A.* What are the questions ordered for consideration at our next meeting? *Sits.*

*Chair.* The Secretary will answer the inquiry.

*Secretary rises and reads from the minutes, mentioning several questions that will at the next meeting be orders of the day. Sits.*

*Chair.* Are you ready for the question?

*Several voices.* Question, question.

*Chair rises.* The vote will be taken on the amendment to strike out the words "to be revised and reported upon at our next meeting," and inserting the words "for revision." Those agreeing to this amendment, will say *aye*.—Those opposing it will say *no*.—The ayes have it, and the amendment is agreed to. The question is now upon referring the resolution to a committee. Are there any further remarks or amendments?

*Mr. D. rises, gets the floor.* I move to amend the motion for referring to a committee, by adding to the names mentioned those of Mr. O. and Mr. P. *Sits.*

*Mrs. D. rises.* Mr. President, I second the motion. *Sits.*

*Chair.* It is moved to amend the motion, by adding to the names on the committee those of Mr. O. and Mr. P. Are there any remarks? *None are made.*

Is there any objection to adding these names? No objection being made, the names of Mr. O. and Mr. P. are added to those already mentioned in the motion to refer. Is there any debate on the amended motion? The question now to be voted upon is, "Will the Association refer the resolution to a committee consisting of Mr. A., Mrs. B., Mr. M., Mr. O. and Mr. P. for revision?" Those in favor of this will say *aye*—Those opposed will say *no*.—The ayes have it and the resolution is so referred. *Sits.*

*Mr. A. gets the floor.* I move that when we adjourn we adjourn to meet in this place next Saturday morning at ten o'clock. *Sits.*

*Mrs. C. rises.* Mr. President, I second the motion. *Sits.*

*Chair rises.* It is moved that when we adjourn we adjourn to meet in this place next Saturday morning at ten o'clock. Is there any discussion? *Sits.*

*Mr. A. gets the floor.* There is much unfinished business to be attended to, more than the Association seems quite able to overtake. By the holding of an adjourned

meeting we might be able to reach a conclusion concerning the disputed uses of the base-ball ground, and we might also act on the report of the committee now appointed for the revision of the resolution concerning dogs. Spring is approaching, and any action taken in consequence of the adoption of the resolution would be now most opportune. I hope that all members will willingly give a few hours before the next regular meeting, to the business of the Association. *Sits.*

*Mrs. M. gets the floor.* It will be difficult for some of our members to attend a Saturday morning meeting. I move to amend the motion by striking out the words, "morning at ten o'clock," and inserting, "evening at eight o'clock." *Sits.*

*Mr. M. rises.* I second the amendment. *Sits.*

*Chair rises.* It is moved to amend the motion by striking out the words "morning at ten o'clock," and inserting the words "evening at eight o'clock," making the time of the adjourned meeting to be Saturday evening at eight o'clock.

*Miss E. gets the floor.* I move to amend by striking out "Saturday" and inserting "Friday." Saturday night is——.

*Chair.* The last motion is out of order. There is one primary amendment before the assembly, and another cannot be made until this is disposed of. The question is on the amendment, proposed by Mrs. M.

*Miss E. sits. Chair sits.*

*Mr. J. rises.* Mr. President, I rise to a question of privilege.

*Chair.* The gentleman will state his question.

*Mr. J.* The Janitor has just informed me, as Chairman of the House Committee, that the Good Templars of this village have made application for the use of these rooms on every Saturday evening until the first of October next. The Committee desires instruction from the Association as to whether the rooms shall be rented, and if so at what rental. *Sits.*

*Chair.* The question is one of privilege. What is the pleasure of the Association in regard to the renting of these rooms?

*Mr. N. gets the floor.* I move that the rooms of the Association be rented to the Good Templars, for their use on all Saturday evenings till the first of October next, for the sum of two hundred dollars, to be prepaid. *Sits.*

*Mrs. B. rises.* Mr. President, I second the motion. *Sits.*

*Chair rises, states the question, and calls for debate: debate follows: amendment is offered to strike out "prepaid" and insert "paid on the first day of May," and this is seconded and stated.*

*Mrs. A. gets the floor.* I move the Previous Question. *Sits.*

*Mrs. L. rises.* I second the motion. *Sits.*

*Chair rises.* The Previous Question is moved. Those in favor of now closing debate will say *aye*.—Those opposed will say *no*.—The vote is unanimously affirmative and debate is closed. The question is now upon agreeing to the amendment, to strike out "prepaid" and insert "paid on the first day of May." Those agreeing to this amendment will say *aye*.—Those opposed will say *no*.—The noes have it and the amendment is not agreed to. The privileged question

will now be put to vote. Those in favor of renting the rooms of the Association to the Good Templars of this village for their use on all Saturday evenings till the first of October next, for the sum of two hundred dollars, to be prepaid, will raise the right hand. The Secretary will count.—The count is made. Those opposed will manifest it in the same manner.—The count is made.—*Secretary gives result to Chair.*—The noes have it and the motion is lost.

The question is again on the amendment to the principal motion. Those agreeing to strike out the words "morning at ten o'clock," and to insert the words, "evening at eight o'clock," making the time of the proposed meeting to be Saturday evening at eight o'clock, will say *aye*.—Those not agreeing will say *no*.—The ayes have it and the amendment is agreed to. Are there any remarks on the amended motion? *Debate follows, and is closed by ordering the Previous Question. Then the vote is taken on the motion for an adjourned meeting and the motion is carried.*

*Mr. R. gets the floor and introduces a motion that the Association invite Mrs. X. to give an ad-*

*dress at the meeting of June 3d. This is seconded, and is stated by the Chair. Mr. V. has the floor and is speaking.*

*Mr. M. rises.* Mr. President, I move to reconsider the motion to hold an adjourned meeting next Saturday evening. *Sits.*

*Mrs. H. rises.* Mr. President, I second the motion. *Sits.*

*Chair.* The Secretary will record the motion to reconsider the question of an adjourned meeting.

*Mr. V. continues his speech.*

*Mr. T. rises.* Mr. President, I rise to a point of order.

*Chair.* The member will state his point of order.

*Mr. T.* We have a By-law requiring the first meeting in each month to be an executive meeting, and another rule excluding visitors from the executive meetings. The motion now before the house is inconsistent with these rules. *Sits.*

*Chair.* The point of order is well taken, and the last motion is overruled.

The reconsideration of the question relating to an adjourned meeting is now



in order. The Secretary will read the question.

*Secretary rises and reads from the minutes.* Mr. A., seconded by Mrs. C., moved that when we adjourn we adjourn to meet next Saturday morning at ten o'clock. It was moved to amend this motion by striking out "morning at ten o'clock," and inserting "evening at eight o'clock," and this amendment was adopted. The amended motion, that when we adjourn we adjourn to meet next Saturday evening at eight o'clock, was carried. *Sits.*

*Chair.* Is there any debate on the motion to reconsider?

*Mr. M. gets the floor.* Since this motion was carried I have received a telegram announcing the arrival of the Governor of the State on Saturday next, and that he will address the citizens of this village on Saturday evening, in the Stone Church. Under these circumstances, the members of this Association will doubtless prefer being free from duties here on Saturday evening. *Sits.*

*Chair.* Are there any other remarks? If not, the vote will be taken on the motion to reconsider. Those in favor of reconsideration will say *aye*.—Those opposed will say *no*.—The ayes have it and the motion now before the house is that when we adjourn we adjourn to meet next Saturday evening at eight o'clock.

*Mrs. A. gets the floor.* I move to amend the motion by striking out the word "Saturday" and inserting the word "Thursday," making the time of the meeting to be Thursday evening at eight o'clock. *Sits.*

*Mrs. M. seconds the amendment; the Chair states the amendment, asks for debate on it, puts it to vote and when it is carried asks for debate on the amended motion; there being no debate it is immediately put to vote, and is carried.*

*Mr. K. gets the floor.* I move that this Association rent for the months of April, May, June, July, August and September the portion of land known as Forest Meadow, to be used as a tennis court by members and their guests. *Sits.*

*Mr. Y. seconds the motion; the Chair states it, and calls for debate,*

*Miss G. gets the floor.* I move to amend the motion by striking out the words "April, May," at the beginning of the names of months, and inserting the words "October and November," at the end. *Sits.*

*This is seconded, stated, and debated.*

*Mr. Y. gets the floor.* I move that this question be considered informally. *This is seconded, and stated.*

*Miss E. rises.* Mr. President, I rise to a point of order.

*Chair.* The lady will state her point of order.

*Miss E.* There is an amendment before the assembly, and the motion to consider informally is therefore not in order.

*Chair.* The point of order is not well taken.

*Miss E.* I appeal from the decision of the Chair. *Sits.*

*Mr. Q. rises.* I second the appeal. *Sits.*

*Chair rises.* The decision of the Chair on the point of order is appealed from, and the question now before the assembly is, shall

the decision of the Chair stand as the judgment of the assembly? The Chair considers that the incidental motion as to method of consideration, being immediately applicable, outranks the motion to amend. Miss E. has the floor. *Sits.*

*Miss E. does not take the floor.*

*Chair.* Is there any discussion?

*Mr. B. gets the floor.* I move the Previous Question. *Sits.*

*Mr. J. rises.* I second the motion. *Sits.*

*Chair rises.* The Previous Question is moved. Those in favor of now closing debate on the appeal will say *aye*.—Those opposed will say *no*.—The ayes have it and debate is closed. Shall the decision of the Chair stand as the judgment of the assembly? Those sustaining the judgment of the Chair will say *aye*.—Those opposed will say *no*.—The ayes have it and the judgment of the Chair is sustained.

The vote will now be taken on the motion to consider informally the question of renting Forest Meadow.—Those in favor of informal consideration will say *aye*.—

Those opposed will say *no*.—The noes have it and the question will not be considered informally. Debate is now in order, upon the offered amendment, to strike out the words "April, May," and insert the words "October and November." *Sits*.

*Mr. H. gets the floor.* May is one of the best months for out-of-door games. I move to amend the amendment by striking out the word "May." *Sits*.

*The motion is seconded, stated, debated, voted upon and carried. The proposed amendment is further amended by striking out "November."*

*Chair rises.* If there be no further debate on the amended amendment it will be put to vote. Will the assembly agree to strike out the word "April," and insert the word "October?"—*This amendment is adopted.*

The question now before the assembly is the amended motion, that this Association rent for the months of May, June, July, August, September and October, the portion of land known as Forest Meadow, to be used as a tennis-court by members and their guests. Is there further debate?

*Mrs. F. gets the floor.* I move to postpone this question till next Thursday evening at half past eight o'clock. *Sits.*

*This is seconded, stated, and is carried.*

*Mr. F. rises.* I move that we do now adjourn. *Sits.*

*This is seconded, stated, put to vote and carried.*

**The answers to the following questions may be found in, or derived from, the text, and all students should be able to correctly reply to any of them.**

1. What distinguishes a main question from all other questions?
2. How is a main question properly introduced?
3. Under what circumstances may the Chair refuse to state a main question?
4. Give several reasons for the requirement that motions shall be seconded before being stated by the Chair?
5. What is the correct way of seconding a motion?
6. What is meant by stating a motion?
7. What does the Chair say immediately after the stating of any main question?
8. At what time does the Chair stand?
9. Is every main question debatable?
10. Is every main question amendable?
11. What is meant by the terms *getting the floor* and *giving the floor*?
12. What advantages accrue to the assembly through the Chair being able to give the floor at his option?
13. Can the Chair be called to order on account of giving the floor to another

member than the one who first rises to speak ?

14. What redress has the assembly if the Chair abuse his power, or use it in the service of a faction ?
15. Does the seconder get the floor ?
16. Is it necessary for every speaker in debate to get the floor ?
17. Give rules governing speakers in debate.
18. What is the purpose of debate ?
19. After a main question has been introduced, how can it be removed from before the assembly ?
20. When a vote is taken by common or general consent, what does the Chair say in taking the vote ?
21. Is there any difference between a unanimous vote and a vote by general consent ?
22. When is an officer of government elected by a plurality vote ?
23. Give examples of a two-thirds negative vote, and of a four-fifths affirmative vote.
24. What does the Chair say in taking a vote by acclamation ?
25. How does the Chair announce the result of a vote taken by acclamation ?



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26. Can any other than a majority vote be determined by acclamation ?
27. What is a *division of the house*, and how may it be accomplished ?
28. What does the Chair say when taking a vote by the raising of hands ?
29. What is the purpose in taking a vote by yeas and nays ?
30. Describe in full the process of taking a vote by yeas and nays.
31. Can a vote taken by yeas and nays be reconsidered ?
32. When does the Chair vote, if the vote be taken by yeas and nays ?
33. What distinguishes the vote by ballot from all other methods of voting ?
34. What is the work of Tellers in the taking of a vote ?
35. What is the work of Inspectors when a vote is by ballot ?
36. Describe the process of taking a vote by ballot.
37. Mention nine or more methods of voting, and for each method state circumstances under which that method would be expedient. \*
38. Is it ever proper for the Chair to omit taking the negative vote ?

39. May the mover vote against his own motion?
40. May the mover or the seconder speak against the motion?
41. May the mover amend his own motion?
42. If there were a tie in a vote taken by ballot, would the Chair then have a casting vote?
43. May a vote taken by ballot be reconsidered?
44. May any vote taken for an election be reconsidered?
45. May any vote be reconsidered later than the day on which it was taken?
46. May any vote be reconsidered if action consequent upon the vote has followed it?
47. Mention votes that would be a tie, and votes that would show a majority of one.
48. When the vote is a tie, is the motion carried or lost?
49. If the Chair votes when there is a tie, on which side does the Chair vote?
50. What does the Chair say when voting to make a tie?
51. What is the meaning of *the casting vote*?

52. If there be a majority of more than one, can the vote of the Chair affect the result?
53. Give examples in which the vote of the Chair turns the result from affirmative to negative, and others in which it turns the result from negative to affirmative.
54. Give examples in which the vote of the Chair changes the result in a vote upon the Question of Consideration.
55. Give examples in which the vote of the Chair changes the result in a vote upon the Previous Question.
56. Give examples in which the vote of the Chair changes the result in a vote upon the suspension of a rule.
57. Give examples in which the vote of the Chair changes the result in a vote upon the main question.
58. When is a question said to be *pending*?
59. Is the vote of the Chair more powerful than the vote of any other member?
60. Is every member required to vote?
61. Can a question be determined, affirmatively or negatively, when only one member votes upon it?
62. How many questions are there that are permitted to interrupt a speaker to whom the floor has been given?

63. What justification has each of these questions for interrupting a speaker?
64. How many questions require more than a majority vote for their determination?
65. What justification has each of these questions for requiring more than a majority?
66. How many ways are there of permanently getting rid of a main question, other than by a direct negative vote upon it?
67. How many ways are there of temporarily getting rid of a main question?
68. How many motions are classified as subsidiary?
69. How many of the subsidiary motions are applicable to any other question than the main question?
70. Which subsidiary motion applies to nothing beside the main question?
71. Is the Question of Consideration ever raised by a supporter of the main question?
72. How long may the first speaker in debate continue to speak, before the Question of Consideration becomes inadmissible?
73. Before debate had begun and as soon as the main question was stated by

the Chair, the motion to commit was made, seconded, and stated by the Chair. Might the Question of Consideration be then raised ?

74. As soon as the main question was stated, the motion to lay on the table was made, seconded, and stated. Was it then too late to raise the Question of Consideration ?
75. As soon as the main question was stated, a question of order was raised as to conflict between the main question and the standing rules. This question of order was settled in the negative. Was it then too late to raise the Question of Consideration ?
76. As soon as the main question was stated, a motion was made to divide the main question, and the motion for division was voted upon and lost. Was it then too late to raise the Question of Consideration ?
77. As soon as the main question was stated, Mr. A. moved to amend, and this was seconded ; Mr. B. moved to postpone to a certain time, and this was seconded ; Mr. C. moved to lay on the table, and this was seconded, and Mr. D. raised the Question of Consideration. Which of these subsidiary motions should the Chair first state ?

78. What justifies an assembly's refusal to consider a question properly introduced, and not in conflict with its rules?
79. Can the Chair alone decide that a question shall not be considered?
80. If there were twenty-four members in an assembly how many would need to vote affirmatively in order to secure consideration of the question?
81. If the Question of Consideration were raised and nine voted in favor of consideration, how many would have to vote *no* in order to prevent consideration?
82. If the Question of Consideration were raised, and seven voted affirmatively, and fourteen voted negatively, how could the Chair secure consideration for the question?
83. If the Question of Consideration were raised, and fourteen voted affirmatively, and twenty-seven voted negatively, how could the Chair prevent the consideration of the question?
84. What does the Chair say when announcing the result of a vote on the Question of Consideration?
85. What becomes of a question that the assembly refuses to consider?

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129. May the Previous Question be applied to debate on an appeal?
130. May the Previous Question be applied to the motion to reconsider?
131. Which of the seven subsidiary motions are debatable?
132. What is the difference in the degree of debatability of the subsidiary motions?
133. What determines the degree of the debatability of any subsidiary motion?
134. Why is it necessary to be able to shut off debate?
135. Should subsidiary motions be *written* when made?
136. What motions other than the main question should be presented in writing?
137. By what vote is debate closed in the British Parliament?
138. Why is a larger vote required in the United States?
139. Is the motion to close debate debatable?
140. Suppose the Previous Question to have been ordered on the motion that the Society deposit its funds in the H. B. Bank, and at that instant a member opens a telegram warning him that the H. B. Bank is unsound. How can a member in a parliamentary manner prevent the deposit of the funds in the unsound bank?

141. May the motion to reconsider an undebatable question be debated?
142. Should debate be closed before it has been exhaustive?
143. May all debate be forestalled by ordering the Previous Question?
144. May the introducer of a proposition include in it the motion that it be adopted without debate?
145. How could such a proposition be made debatable?
146. What motions equal the Previous Question in rank?
147. If an amendment to an amendment were pending, and the Previous Question were ordered without limitation, in what order would the questions then before the assembly be voted upon?
148. Is the motion to adjourn in order when the Previous Question is pending?
149. Is the request for the reading of a paper in order when the Previous Question is pending?
150. Is a motion to suspend a rule in order when the Previous Question is pending?
151. Is the Question of Consideration in order when the Previous Question is pending?



- 152.** After the Previous Question has been ordered, may the main question be laid on the table?
- 153.** After the debate on the main question has been closed by vote, may the main question be postponed to a certain time?
- 154.** After debate on the main question has been closed by vote, may any one debate that question?
- 155.** After the Previous Question is ordered, and before the vote on the main question is taken, is it in order to move to adjourn?
- 156.** If debate on the main question were closed by vote, and adjournment were effected before the question had been put to vote, when would the question be voted upon?
- 157.** On the motion to close debate there are 21 ayes and 11 noes. The Chair does not approve of present closing of the debate. What does the Chair say in announcing the result of the vote?
- 158.** What does the Chair say when taking a vote on the Previous Question?
- 159.** Is the main question always put as soon as debate upon it is closed?

160. If the Chair called for a vote on the question, "*Shall the Main Question be now put?*" and the vote thereupon were affirmative, could the assembly adjourn before voting upon the main question?
161. What subsidiary motions may be applied to the main question after the ordering of the Previous Question?
162. What Privileged Questions may be introduced after ordering the closure of debate and before taking the vote on the main question?
163. What incidental questions may be introduced in the interval between the closure of debate on the main question and the putting of that question to vote?
164. May a question be divided after debate upon it has been closed?
165. If divided, would the separate parts be then debatable?
166. If debate were closed on a motion to postpone to a certain time, is debate on the main question closed also?
167. Mention several reasons for fixing the time when a question shall be taken up.
168. After a motion to postpone to a certain time has been stated, may the main question be then debated?

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- 169. What is always the subject of debate ?
- 170. To what extent may the motion to postpone to a certain time be debated ?
- 171. To what extent may a motion to postpone to a certain time be amended ?
- 172. For what length of time may a question be postponed ?
- 173. May a question be postponed to a time when there is no meeting ?
- 174. When a question is postponed and is not taken up before the end of the session, what becomes of it ?
- 175. Within what length of time may the vote on a motion to postpone be reconsidered ?
- 176. May a question postponed to a certain time be taken up before that time arrives ?
- 177. When the time to which a question was postponed has arrived, what is that question called ?
- 178. Why is it so called ?
- 179. If the Chair does not bring forward the order of the day, how may any member secure attention for the postponed business ?
- 180. What is the rank of a call for the order of the day ?

181. What may be said by any member who prefers going on with business already under consideration?
182. What does the Chair say when ascertaining the will of the assembly in relation to the business to which it shall first attend?
183. What becomes of business to which present consideration is denied?
184. If different questions have been postponed, and have not been reached at the times set for them, in what order must they be taken up?
185. If the assembly desires to reach quickly a certain piece of business, what can it do with the questions that come before it, in orders of the day?
186. How is an assembly protected from dull and prolix debaters?
187. Who should enforce the special rule limiting the time of each speaker in debate?
188. What is the difference in the effect of the two motions: to postpone to a certain day, and to postpone indefinitely?
189. Is the motion to postpone to a certain time made by the friends or by the enemies of the proposition?
190. How many times can the same question be made an order of the day?

**192      PARLIAMENTARY PROCEDURE.**

- 211. Who is the temporary Chairman of a committee ?**
- 212. Who is the permanent Chairman of a committee ?**
- 213. What are the duties of a Chairman of committee ?**
- 214. What are the duties of a Secretary in a committee ?**
- 215. May a committee act by separate assent ?**
- 216. If sub-committees are formed, where are they formed and to whom do they report ?**
- 217. What is the rule governing the number in a committee ?**
- 218. Must the mover and seconder of a motion be members of a committee to which that motion is referred ?**
- 219. What number is a quorum in a committee ?**
- 220. A committee of five was created for the nomination of officers, and was instructed to report at the next meeting. In the interval between meetings, two went to Europe ; what should the remaining members do ?**

- 221. A committee of three was appointed to nominate officers, and to report at the next meeting. Before the report of this committee was signed, two of the members resigned from the committee. What should the remaining member do?
- 222. A standing committee of three was created, with the duty of attending to the decoration of the Club Rooms. This committee took no action. What should the assembly do?
- 223. Should all members of a committee sign the report?
- 224. What is meant by a minority report, and under what conditions may it be made?
- 225. Who presents the report of a committee to an assembly?
- 226. What is the reception of a report?
- 227. What is the difference between accepting a report and adopting a report?
- 228. What is the difference between receiving a report and accepting a report?
- 229. Who presents the report of the committee?
- 230. What is the smallest number of copies that should be made for presentation?

- 253. Can a committee reconsider its own votes?
- 254. If papers had been transferred to a committee, could the assembly reconsider the vote which occasioned the transfer of papers to the committee?
- 255. How could the assembly at once recover papers transferred to a committee?
- 256. If amendments are pending when a motion to refer to a committee is agreed to, what becomes of the amendments?
- 257. If a motion to recommit has been stated and a member then moves to postpone to a certain day, what should the Chair do?
- 258. What power has a committee?
- 259. If the report of a committee is lengthy, what should be done previous to its acceptance?
- 260. Can a report be amended after it is adopted?
- 261. What subsidiary motions may be applied to the report of a committee?
- 262. May the motion for the division of the question be applied to the report of a committee?
- 263. When the report of a committee is presented, who first reads it?

264. If the report is considered seriatim, who reads the sections or paragraphs in their order?
265. Has the report of a committee the status of a main question?
266. Can the vote upon the acceptance of a report be reconsidered?
267. Is the motion "*that the report of the committee be accepted*" a debatable question?
268. When the report is considered seriatim should the sections which are separately considered be separately voted upon?
269. If there have been amendments made to the report can it afterward be rejected?
270. After a report has been heard by the assembly, does it belong to the committee that made it or to the assembly?
271. May a committee with the consent of the assembly, withdraw a report that has not yet been accepted?
272. May a committee without the consent of the assembly, withdraw a report that the assembly has received?
273. Mention all differences between the reception and treatment of the report of a committee, and the statement and treatment of any other main question.



274. Are there any subsidiary or incidental questions that can be applied to any main question that cannot be applied to the report of a committee?
275. Can the reception of a report be interrupted by privileged questions?
276. Can the consideration of a report be interrupted by privileged questions?
277. When a question has been referred to a standing committee, and that committee has made its report thereupon, has the standing committee further control over that question?
278. When does a special committee cease to exist?
279. When does a standing committee cease to exist?
280. What right has every committee, not hampered by a rule of the assembly, concerning its Chairman?
281. May a committee offer a substitute for any paper referred to it?
282. Who decides when a committee shall report?
283. May a committee hold its meetings at the same time with the assembly?
284. May a committee make a report which is *partial*, and then continue its work until a final report is rendered?

285. Has the member of a committee who presents its report, a right to close, as well as to open, the debate on the report?
286. When the work of a committee has been that of investigation only, with a view to informing the assembly concerning the subject of inquiry, should any motion for the acceptance of its report be made?
287. What is the practical effect of the acceptance of any report?
288. Are Boards of Managers, Boards of Trustees, and Executive Boards, governed by the same general rules as are committees?
289. May the motion for indefinite postponement be applied to the report of a committee?
290. To what may the motion to commit or to recommit be applied?
291. To what extent may the motion to commit be debated or amended?
292. To what may the motion to postpone indefinitely be applied?
293. May this motion be in any way amended?
294. May the main question be debated after the motion to postpone it indefinitely has been introduced?

## **200      PARLIAMENTARY PROCEDURE.**

- 295. What becomes of a question that is indefinitely postponed?**
- 296. May debate be closed on the motion to postpone indefinitely, without closing debate on the main question?**
- 297. When the motion for indefinite postponement is pending, may the assembly consent to the withdrawal of the main question?**
- 298. Would the motion for the division of the question be in order while the motion for indefinite postponement was pending?**
- 299. May a question be laid on the table while the motion for indefinite postponement is pending?**
- 300. Are privileged questions in order when a motion for the indefinite postponement is pending?**
- 301. What incidental questions would be in order while the motion for indefinite postponement was pending?**
- 302. If an objectionable question has been debated, what is the best way of removing it from the assembly?**
- 303. Is the motion for indefinite postponement ever made by a friend of the proposition?**
- 304. What has been gained by the enemies of a measure when the motion for indefinite postponement has been negatively decided?**

305. When a proposition is but partially satisfactory what may be done with it?
306. How many methods of amendment are established?
307. What should be done with a badly constructed proposition?
308. State the form of an amendment to be made by striking out words.
309. State the form of an amendment to be made by inserting words.
310. State the form of an amendment to be made by striking out words and inserting other words.
311. What does the Chair say when putting an amendment to vote?
312. What does the Chair say when announcing the result of a vote upon an amendment?
313. In how many ways can an amendment be amended?
314. Give an example of an amendment made by striking out in an amendment to be made by striking out.
315. Give an example of an amendment made by inserting in an amendment to be made by striking out.
316. Give an example of an amendment made by striking out and inserting in an amendment to be made by striking out,

317. Give an example of an amendment made by striking out in a proposed amendment by insertion.
318. Give an example of an amendment made by inserting in a proposed amendment by insertion.
319. Give an example of an amendment made by striking out and inserting in a proposed amendment by insertion.
320. Give an example of an amendment by striking out in a proposed amendment by striking out and inserting.
321. Give an example of an amendment by inserting in a proposed amendment by striking out and inserting.
322. Give an example of an amendment by striking out and inserting in a proposed amendment by striking out and inserting.
323. When an amendment to an amendment is before the assembly, what is first voted upon ?
324. How many times may a proposition be amended ?
325. How many times may an amendment be amended ?
326. How many amendments may be before the assembly at one time ?
327. May an amended amendment be rejected ?

328. May an amended motion be rejected?
329. Is it politic for those who will vote negatively on the main question, to debate and vote upon offered amendments?
330. May a member vote against an amendment offered by himself?
331. If an amendment has been stated, can the Question of Consideration be raised?
332. What subsidiary motions may be made when an amendment is pending?
333. What privileged questions may be introduced when an amendment is pending?
334. What incidental questions may be introduced when an amendment is pending?
335. To what may the motion to amend be applied?
336. How can words that have been inserted be taken out?
337. How can words that have been taken out be inserted?
338. If in a completed measure something has been inserted by an amendment to an amendment, and afterward it is desired to take out what has been inserted, how many times would the motion to reconsider have to be made and carried in order to take out what was inserted?

339. How can a whole paragraph that requires much amendment, be soonest amended?
340. When a substitute is offered, by what process is it made to supersede the original paragraph, section or bill?
341. Describe the process of filling a blank in a proposition.
342. How is a blank filled when an *amount* is to be determined?
343. How is a blank filled when *length of time* is to be determined?
344. How is a blank filled when a *name* is to be chosen?
345. What gives a question the right to supersede, for a time, the business before the assembly?
346. What are Privileged Questions?
347. Which privileged motion has highest rank, and why has it this rank?
348. When the intention is that of dissolving the assembly in what form should the motion be made?
349. When the intention is to hold an adjourned meeting in what form should the motion be made, and at what time should it be made?

350. When no time for the next meeting has been fixed, and the mover desires to have that time fixed, what is the proper form of the motion?
351. Mention all the times when it is *not* in order to move "*that when we adjourn we adjourn to meet,*" etc.
352. Mention all the times when it is *not* in order to move to adjourn.
353. In what way can the motion fixing the time of the next meeting be amended?
354. May the amendment to the motion to fix the time to which to adjourn, be debated?
355. In introducing privileged motions, should the introducer get the floor?
356. If the motion to adjourn is made when no business is before the assembly is it then a privileged motion?
357. If the rules fix the time to adjourn, or if there is no further business to be brought forward, what is the best method of taking the vote on adjournment?
358. What is the proper form of the motion to adjourn?



- 359. What effect has adjournment on business before the assembly at the time of adjournment ?
- 360. May privileged questions interrupt subsidiary questions ?
- 361. Under what conditions may incidental questions be applied to privileged questions ?
- 362. Do incidental questions ever yield to privileged questions ?
- 363. Give an example in which a privileged motion is superseded by an incidental question.
- 364. Give examples in which incidental questions yield to privileged questions.
- 365. Is a motion to take a recess privileged if the time of the recess has not been fixed ?
- 366. May a motion for a recess be introduced under a question of privilege ?
- 367. What is meant by a question of privilege ?
- 368. How is a question of privilege introduced ?

369. If a speaker yields the floor to a question of privilege, has he the right to resume his speech when the question of privilege is disposed of?
370. What does the Chair say when rendering a decision concerning a question of privilege?
371. In what way may the member who wishes to introduce a question of privilege seek redress from what he believes to be an unjust decision of the Chair?
372. When a question has been introduced as one of privilege what is done with it?
373. If the Chair says "*The question is one of privilege*" what does the Chair say next?
374. If the Chair says "*The question is not one of privilege*" and no appeal is taken, what is next done?
375. What becomes of the main question if a question of privilege occupies all the time until adjournment?
376. What is an incidental question?

- 377. Can any action be taken on any question that was pending when an incidental question was entertained, before the incidental question is itself decided ?
- 378. If the incidental question is immediately applicable, may it precede a subsidiary question ?
- 379. Mention incidental questions that arise out of and have precedence over subsidiary questions.
- 380. Give an example in which a question of order supersedes the question of consideration.
- 381. Give an example in which an amendment yields to the reading of a paper.
- 382. Give an example in which the motion to lay on the table yields to the motion to suspend a rule.
- 383. Give an example in which an amendment yields to a request to withdraw the motion.
- 384. Can the motion for the division of the question be applied to an amendment ?
- 385. May incidental questions arise out of privileged questions ?
- 386. Is any incidental question debatable ?

387. Which incidental question may interrupt a speaker ?
388. Which incidental question has a higher rank than any other ?
389. Is there any time when the question of order cannot be raised ?
390. What does a member mean to declare when he says "*I rise to a point of order*" ?
391. What should the Chair say when a member rises to a point of order ?
392. Who first decides whether Parliamentary Law has been departed from ?
393. Why is it necessary for every deliberative body to adopt a Parliamentary standard ?
394. What may the Chair do if he desires advice concerning a point of order ?
395. When must a point of order be raised, if raised at all ?
396. What may any member do if dissatisfied with the decision of the Chair on a point of order ?
397. When a member uses unparliamentary language in debate, what should be done ?

**210      PARLIAMENTARY PROCEDURE.**

398. May the Chair call a member to order?
399. When a member is called to order what should he first do?
400. State the method of proceeding against a refractory member who has been called to order for using unparliamentary language.
401. Describe the process of calling for the order or orders of the day.
402. Who makes the orders of the day?
403. By what method are orders of the day made?
404. What is a special order of the day?
405. May permission to read papers be given for a future time?
406. Is a request for permission to read a paper in debate an incidental question?
407. Who may ask the consent of the assembly for the withdrawal of a motion?
408. At what moment does ownership of a motion pass from the mover to the assembly?
409. State the form of a request for withdrawal of the motion.

- 410. How does the Chair announce the vote on the request for withdrawal of the motion ?
- 411. May the vote be reconsidered after the mover has withdrawn the motion ?
- 412. May a question of privilege be withdrawn ?
- 413. Why can not a motion to suspend the rules be reconsidered ?
- 414. May the Constitution or the By-Laws be suspended ?
- 415. Who makes the Special Rules of an assembly ?
- 416. Give an example in which the vote of the Chair prevents the suspension of a rule.
- 417. Give examples of rules that might require sudden suspension.
- 418. May a rule be suspended more than once for the same purpose at the same meeting ?
- 419. What is the form of the motion for the suspension of a rule ?
- 420. To what is the motion for the division of the question applicable ?

**214      PARLIAMENTARY PROCEDURE.**

- 443. When an appeal is debatable who first has the floor, and who next has the floor?
- 444. May all members debate on an appeal?
- 445. Can the debate on an appeal be closed by ordering the Previous Question?
- 446. What does the Chair say when taking the vote on an appeal?
- 447. What does the Chair say when announcing the result of a vote on an appeal?
- 448. If the vote on an appeal is a tie, is the judgment of the Chair sustained?
- 449. On what questions may an appeal from the ruling of the Chair be made?
- 450. May an appeal be laid on the table?
- 451. May more than one appeal be considered at one time?
- 452. May privileged questions interrupt an appeal?
- 453. What subsidiary questions may be applied to an appeal?
- 454. What incidental questions may arise during an appeal?

455. During what time may a vote be reconsidered ?
456. Who may move to reconsider ?
457. When is the motion to reconsider debatable and when is it undebatable ?
458. If any action that cannot be reversed has followed as a consequence of a vote, can that vote be reconsidered ?
459. Tell what motions cannot be reconsidered, and why they cannot be reconsidered ?
460. What is the rank of the motion to reconsider ?
461. If the motion to reconsider is made when other business is pending, what is done with the motion ?
462. Is the motion to reconsider a privileged motion ?
463. When the motion to reconsider is applied to a subsidiary motion, which is first decided, the motion to reconsider, or the main question ?
464. May the motion to reconsider be made when a member has the floor ?



465. May the motion to reconsider be made when a vote is being taken upon the motion to adjourn?
466. If the motion to reconsider is carried, what is the question then before the assembly?
467. If the Previous Question was ordered before the vote was taken on the main question, may the main question be debated after the vote thereupon is reconsidered?
468. How many times may a vote be reconsidered?
469. To what extent may the main question be debated under the motion to reconsider the vote upon it?
470. May the Previous Question be applied to the motion to reconsider?
471. When the Previous Question is ordered upon the motion to reconsider, does it close debate upon the question to be reconsidered?
472. Describe the process of reconsideration of the Question of Consideration.
473. Describe the process of reconsideration of the motion to close debate.

474. What vote is required to carry the motion to reconsider ?
475. Describe the process of reconsideration of the motion to postpone indefinitely.
476. Describe the process of reconsideration of a negative vote on the motion to lay on the table.
477. Describe the process of reconsideration of the vote upon a main question.
478. Describe the process of reconsidering an amendment after the main question has been decided.
479. Describe the process of reconsidering an amendment to an amendment, after the main question has been decided.
480. After a motion for the reconsideration of a main question has been made, and before the question of reconsideration has been acted upon, what is the status of the main question ?
481. Compare the two motions, to reconsider and to rescind, and state the points of difference between them.

- 482.** How long after the decision of a question may the action upon that question be annulled ?
- 483.** Has the motion to rescind the status of a main question ?
- 484.** Should it include provision for meeting obligations incurred by the original motion ?
- 485.** Would it be well to exclude from the list of permissible motions, the motion to reconsider ?
- 486.** What are the duties of Chairman ?
- 487.** What duty has the Vice-President ?
- 488.** What duties has the Treasurer ?
- 489.** What duties has the Clerk ?
- 490.** What duty has an Auditor ?
- 491.** What are Tellers ?
- 492.** What duties have members ?
- 493.** Who announces all votes ?
- 494.** Who reads the minutes ?
- 495.** What is Electioneering ?
- 496.** What is an Informal Ballot ?
- 497.** What is a Formal Ballot ?
- 498.** What constitutes a Quorum ?
- 499.** What is a Parliamentary Inquiry ?
- 500.** Who answers such inquiries ?

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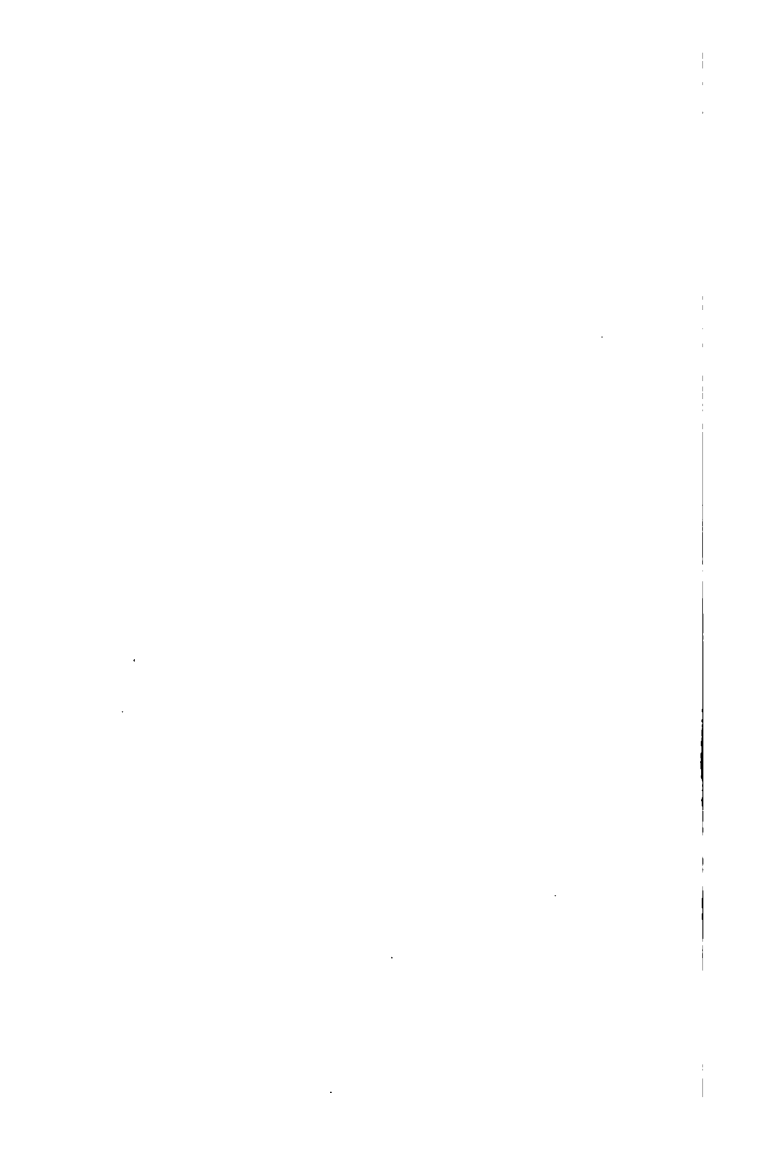
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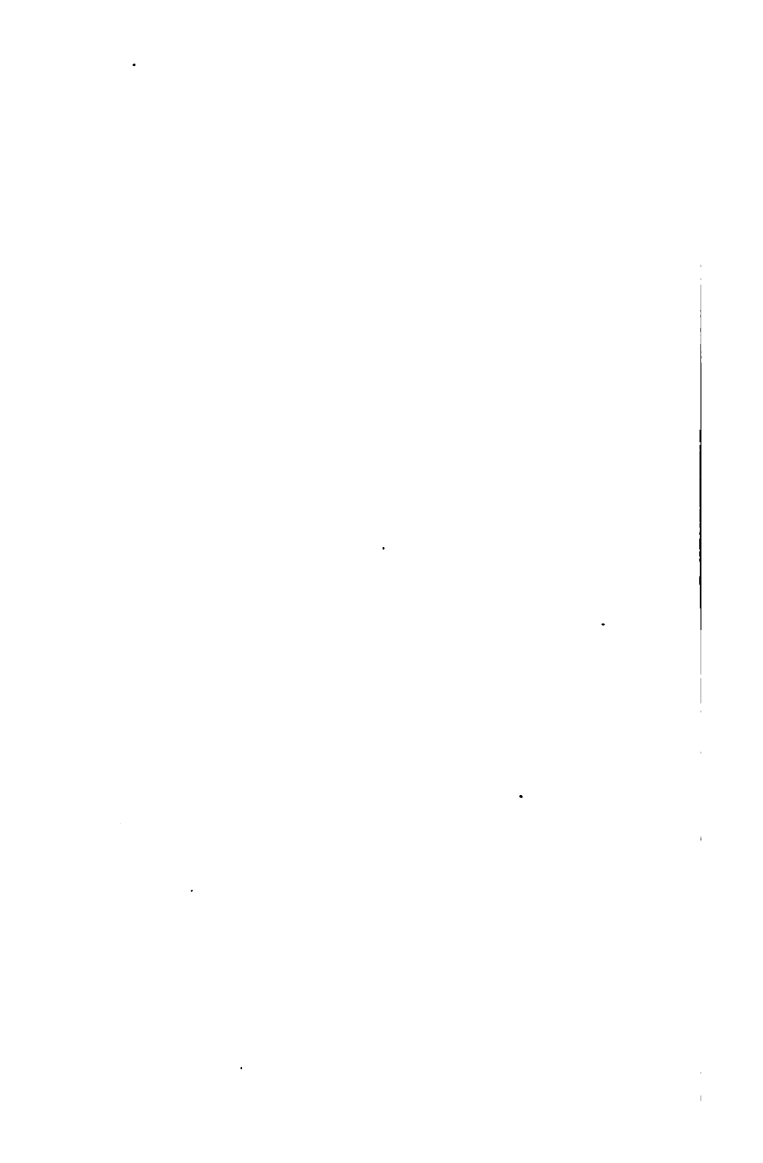


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